**Catoctin Foundation**

**Loudoun Free Clinic**

**Job Description**

**Job Title: Executive Director**

**Reports To:** Chair, Board of Directors

**Salary Level:** Full-Time

**FLSA Status**: Salaried Exempt

**Prepared Date:** January 1, 2020

**Board Reviewed:** January 1, 2020

**SUMMARY**

The Executive Director of the Loudoun Free Clinic is responsible for fundraising and the strategic operations of this non-profit organization that provides free healthcare to uninsured and financially qualified residents of Loudoun County. The Executive Director reports to the Board of Directors of the Catoctin Foundation, and works closely with the Clinic Director and Director of Business Operations to achieve the goals of the Clinic.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Fundraising - Develop and solicit donors to meet the fundraising objectives of the Clinic. Maintain relationships with current donors, utilize donor database to enhance communications and track fundraising trends. Research and identify new donors, strategize and develop funding sources. Develop and work with an Event Planning Committee to carry out special events.
2. Development - Identify and secure sources of support among ancillary medical providers including laboratories, imaging services, pharmaceutical providers, hospitals, physician specialists and others. Develop and secure memorandums of understanding when needed.
3. Public Relations & Marketing - Interface with various member organizations, including the Virginia Association of Free Clinics, community health forums, local and state government groups, Chamber of Commerce and others. Attend community networking events. Develop and issue press releases, and communicate news about Clinic effectively and in a positive manner to the community and general public.
4. Board of Director Operations - Prepare and present monthly reports to the Board of Directors. Leverage Board capabilities to advance the Clinic. Keep minutes of Board meetings and present to Board Secretary for approval.
5. Budget and Finance – With the Treasurer and Director of Business Operations, prepare the annual budget. Manage within budget, authorize and make purchasing decisions in alignment with budgeted funds. Take proactive measures to maximize results. Understand and explain variances. Maintain and present information needed to complete an annual financial audit.
6. Licensure and Accreditation - Complete all paperwork and make submissions to maintain accreditation and any necessary licenses.
7. Community Outreach - Present to a variety of organizations to garner support for the Clinic. Develop materials and presentations. Maintain strong relationships throughout the community.
8. Strategic Planning - Work with the Board to develop and maintain a strategy for the Clinic. Make progress toward stated objectives. Gather information from a variety of sources on service needs and trends that will direct future planning.
9. Human Resources – In conjunction with Director of Business Operations and Clinical Director, determine staffing needs, review candidates, conduct interviews, check references, negotiate salaries and start dates. Make good hires.
10. Performance Management – Ensure that employees are given timely and meaningful feedback on their performance. Plan and facilitate staff, volunteer, and management training programs. Facilitate the development of performance goals that are tied to the attainment of the organization’s goals. Develop and implement a strategy to build employee and volunteer commitment, morale, and job satisfaction. Positively impact overall company performance through modeling Clinic values, maintaining a professional image, focusing on service, acting with integrity, being disciplined, and having a strong work ethic.
11. Contracting – Coordinate the procurement of equipment and capital as needed. Conduct and evaluate requests for proposal. Negotiate contracts in conjunction with Board of Directors as needed.

**QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Previous computer and keyboarding experience with MS Office Products such as Word, PowerPoint, and Excel is required. Prior Database, Donor Management Database, Electronic Mail experience required.
* Experience designing and presenting workshops and presentations.
* Customer service experience and attitude required.
* Bachelor’s degree in related field; or 6+ years related experience and/or training; or equivalent combination of education and experience in fundraising or non-profit management. Master’s Degree preferred.
* Excellent communication skills, both written and verbal.
* Five years experience fundraising. Two years experience in financial and personnel management.
* Proactive and reactive problem solving skills.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or reports. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of officials, colleagues, employees, volunteers, and patients.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to create and interpret financial spreadsheets.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to identify creative solutions to problems and patient, staff, and volunteer requirements. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to manage multiple priorities and remain composed.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand, walk, stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

May require extended work days due to evening or early morning meetings.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.