

Montgomery County Free Clinic, Inc.

Position Description

- I. **Position:** Executive Director
- II. **Responsible to:** Board of Directors or Board appointed committee.
- III. **Salary Range:** Proportionate to education and experience
- IV. **Status:** Part-time/Exempt
- V. **Position Summary:** Lead and manage the operations of the Montgomery County Free Clinic, Inc. d/b/a Dr. Mary Ludwig Free Clinic, a non-profit organization providing health care to the uninsured and underinsured residents of Montgomery County. Coordinate all clinic functions including program administration, fund raising/resource development, public relations, liaison to the Board, personnel management, information management, risk management, and regulatory compliance. The Executive Director is a non-voting member of the Board of Directors and committees.
- VI. **Essential Functions**
 - a. Program Administration:
 - i. Promote a culture of caring while ensuring delivery of high-quality medical and dental care to clinic patients.
 - ii. Assess community health needs, identify available services and resources, coordinate and collaborate with other providers and agencies, develop programs as necessary in consultation with applicable committees/board members.
 - iii. Obtain necessary volunteer, financial and material resources to operate clinic programs.
 - iv. Monitor and evaluate programs implementing change accordingly.
 - v. Develop and maintain partnership/in-kind agreements with individual and corporate health care providers and agencies to meet the health care needs of clinic patients.
 - vi. Oversees Ordering of supplies and maintain inventory.
 - vii. Develop and implement a performance-based evaluation plan for employees and volunteers.
 - viii. Promote and maintain a positive employee/volunteer climate which promotes a culture of Diversity, Equity and Inclusion (DEI).
 - b. Fund Raising/Resource Development
 - i. Be a forward-facing member of the community.

- ii. Be involved and identify any networking opportunities.
- iii. Prepare and present annual development plan to the Board in consultation with the appropriate committees.
- iv. Researching, developing, coordinating, and finalizing any grant opportunities.
- v. Prepare and submit requests for funding to local businesses, churches, and civic organizations.
- vi. Work along with the Fundraising Committee to implement any fundraising events including annual fundraising drive utilizing direct mail and board/volunteer contacts.
- vii. Identify potential sources for in-kind donations of goods and services per policy. Prepare and submit requests as needed.
- viii. Ensure acknowledgement of all gifts and donations in a timely manner. Maintain accurate and complete donor mailings lists and files.

c. Financial

- i. Develop an annual budget in consultation with the board treasurer including capital, operating and facilities costs, and provide direct oversight for all expenditures.
- ii. Supervise payroll for paid staff.
- iii. Supervise the business affairs of the clinic to assure that its funds are expended to the best advantage possible in adherence to the budget.

d. Public Relations

- i. Assess public relations needs of the clinic and develop appropriate actions to meet those needs.
- ii. Develop an annual report for the clinic.
- iii. Develop and update clinic brochures, fact sheets, and other types of promotional literature.
- iv. Prepare articles, press releases, public service announcements and advertisements for radio, newspapers, and other media outlets.
- v. Promote clinic visibility and patient recruitment using the clinic web site and social media platforms.
- vi. Develop and maintain accurate and complete mailing lists of health care providers, human service agencies, churches, funders, civic organizations, and other interested parties for the dissemination of clinic information.
- vii. Conduct speaking engagements to inform the public of the clinic's population and promote the clinic's mission and goals.
- viii. Advise and assist the Board in strategic planning, including vision, mission statement, bylaws, strategic plan, etc.

- e. Liaison to the Board
 - i. Provide staff support to the Board, its officers, and appropriate committees. Prepare and present an Executive Director's report at each meeting.
 - ii. Prepare and maintain a board manual; develop and conduct orientation for new members.
 - iii. Assist in identifying and recruiting new board members. Prepare and disseminate packets for prospective board members.
 - iv. Develop and maintain position descriptions and policies/procedure manuals for all employed and volunteer staff with board approval.

- f. Personnel Management
 - i. Assess training needs, identify sources of training, and ensure staff and volunteers receive adequate training to perform their duties.
 - ii. Plan and implement an orientation process for all new staff and volunteers.
 - iii. Cross-train staff for backup functions.
 - iv. Responsible for all aspects of staff (including hiring and disciplinary actions)
 - v. Responsible for up-to-date employee manual and policies and procedures

- g. Information Management
 - i. Develop, maintain and train on a cloud based record keeping system in a standardized logical format easily accessible to all staff, board members, and volunteers.
 - ii. Assess potential needs for information technology which may include:
 - 1. Developing and maintaining a computer infrastructure to meet the clinic's needs for storing, retrieving, and reporting data and generating documents and reports.
 - 2. Planning and implementing a system to collect and enter data on patient services, values of services provided, volunteer services, donations, etc.
 - 3. Execute agreements with appropriate vendors for the clinic to utilize internal and external communications and access to the Internet.

- h. Risk Management and Regulatory Compliance
 - i. Assure compliance with all applicable laws and regulations pertaining to the operation of a private, non-profit health care organization.
 - ii. Maintain all necessary insurance coverages to provide reasonable protection for the clinic's board, staff, volunteers, patients, equipment, supplies, and financial resources.
 - iii. Implement and maintain FTCA medical malpractice protection for volunteer health care professionals.

- iv. Assist in preparing and submitting all necessary forms, fees, and reports to regulatory agencies including HRSA.
- v. Ensure the organization and safekeeping of important clinic documents and records.
- vi. Maintain confidential personnel record-keeping system.
- i. Other duties
 - i. Develop and maintain relationships with the NAFC, Free Clinic literacy, and other local, state, and national clinics and organizations that have an interest in health care advocacy and access.
 - ii. Perform other duties as identified by the Board, and agreed upon by both parties, which may be in the best interest of the organization.

VII. Time Commitment

- a. Average of 25 hours per week with not less than 15 hours per week. Flexibility in scheduling hours based on agency needs, board responsibilities, and other community related tasks.

VIII. Ideal Qualifications

- a. Bachelor's degree required, Masters degree preferred.
- b. Non-profit management experience.
- c. Experience with Microsoft Office Suite and Google Suite preferred.
- d. Database Management experience.
- e. Verbal and written communication skills with a wide variety of professions, volunteers, and clients.
- f. Personnel management experience.
- g. Management experience in a clinical care setting.
- h. Financial management, budgeting.
- i. Grant writing experience preferred.
- j. Community networking experience.
- k. Preferred Montgomery County resident.
- l. Preferred Spanish speaker