



Executive Director

Position Description

Full-time Exempt Position

40 hours/week

Position Listing:

HelpCare Clinic is seeking a self-motivated, organized individual to join their community-based medical mission team. The Executive Director serves as the clinic's primary leadership role, empowering staff, ensuring organizational sustainability, and communicating the work of the clinic to all stakeholders. The ideal candidate is a strong leader with excellent communication skills and a passion for improving the health of our community. Experience working in culturally diverse settings, leading fluid teams, planning long-term strategies, and facilitating effective partnerships will be an asset in this role.

To apply, please send your resume and cover letter to office@helpcareclinic.com. For the full job description, please visit HelpCareClinic.org/staff.

General Responsibilities:

The Executive Director provides overall leadership, direction and administration of all the programs and services provided by HelpCare Clinic.

With the Board of Directors, the Executive Director facilitates strategic planning and overall vision for long-term sustainability of services including fundraising, data management, community partnership and more.

The Executive Director is a non-voting member of the Board of Directors and its committees and shall serve as the authorized executive representative of the board in all matters.

Reports To:

The Executive Director reports to the Board of Directors.

Supervises:

The Executive Director supervises the Patient Care Coordinator and the Community Health Worker, as well as the volunteers and staff associated with patient care in regard to organizational operations. The Executive Director facilitates the oversight of all clinical position with the volunteer medical director.

Expectations and Duties

The Executive Director is expected to complete and support the following duties, as well as other leadership and administrative tasks as necessary.

Administration and Strategic Planning:

Manage all human resources responsibilities including recruitment and evaluation of all staff positions, maintenance of appropriate employment and personnel records, preparation of payroll in partnership with contracted payroll accountant, leadership of all staff development and training opportunities, and other human resources tasks as necessary.

In coordination with the board treasurer and contracted accounting professionals, maintain all financial records including preparation of annual budgets, facilitation of grants from application through evaluation, negotiation of service contracts, and other accounting tasks as necessary.

Manage all business and organizational administration practices including compliance with legal requirements and regulations, compliance with all tax requirements, maintenance of all policies, procedures, required records, and appropriate insurances, and daily administration tasks like internal communication, technology support, and more.

Facilitate community conversations regarding the strategic direction of the clinic, collect and organization appropriate data to support the clinic's strategic planning, and communicate strategic concepts effectively with stakeholders including board members, funders, volunteers, community partners, and the community at large.

Support the board of directors by developing meeting materials, providing communication and industry education as needed, supporting recruitment and orientation of new board members, attending all board and committee meetings, and serving as the liaison between the Board of Directors and the clinic's staff, volunteers, patients, and donors.

Fundraising and Financial Sustainability:

Facilitate efforts of community volunteers who support fundraising for the clinic by organizing the Holiday Home Tour and other community-based fundraising events.

Seek out, research, and apply for all relevant grant opportunities. This includes maintenance of grant records, reporting, and all grant evaluation.

Identify and cultivate potential funding partners including individuals, social service organizations, business, members of the local medical community and more.

Arrange for acknowledgement of gifts and donations in a timely manner, prepare and submit organization reports to key funders, maintain all fundraising records, and create, implement, and evaluate a strategic fund development plan for the organization.

Adhere to all United Way of the Kearney Area practices including annual allocation requirements and reporting, community support of UWKA events, and partnership on UWKA communication and fundraising campaigns.

Community Engagement and Awareness:

Develop and maintain accurate and complete mailing lists of health care providers, human services agencies, churches, funders, civic organizations and other interested parties for dissemination of clinic information.

Participate in relevant community-based organizations, committees and coalitions, work with local social service agencies, develop relationships with local faith and medical communities, and be the primary representative of HelpCare to the greater community.

Maintain organized, clear, and positive public relations efforts including social media, traditional marketing, community partnership and presentations, media relations, speaking engagements and more.

Qualifications:

Bachelor's degree in healthcare administration and/or practice, public health, public administration, human resources, non-profit leadership, or another relevant discipline required. Master's degree in a relevant discipline preferred.

Three years managing staff and/or serving in a formal team leadership position preferred.

Experience with communication, fundraising, marketing, public relations, community engagement, and/or community partnership required.

Experience with writing, administering, and evaluating grants required.

Experience in the healthcare, non-profit, or faith-based missions sectors strongly preferred.

Experience with standard accounting procedures and budgeting preferred.

Bilingual English/Spanish preferred.

Salary and Benefits:

Salary commensurate with education and experience.

Benefits including generous paid time off (PTO), retirement, direct primary care (DPP) membership, flexible scheduling as appropriate, and a casual work environment. HelpCare Clinic does not provide medical, dental, or vision benefits for staff.