



JOB TITLE: EXECUTIVE DIRECTOR

Part-Time

Purpose

The primary essential function of the Executive Director is to lead the clinic in vision, operations, and strategic growth, while adhering to the mission of Good Samaritan Free Health Clinic.

Hours: Part-Time

RESPONSIBILITIES:

- Ensure adherence to the mission of Good Samaritan Free Clinic
- Provide leadership and oversight in program development, partnership building, strategic planning, and fund development
- Oversee program managers to ensure delivery of healthcare services are meeting the needs of patients and clients.
- Consult and communicate regularly with the Board and provide timely reporting on major issues and key indicators impacting the clinic.
- Provide opportunities for board engagement for fund development and community engagement.
- Provide financial management/stewardship in use of credit/debit card for operations
- Work with the Treasurer concerning annual budgeting process, maintain an awareness of the Clinic's cash flow position.
- Ensure implementation of clinic policies and procedures.
- Oversee revenue generation including grants, individuals, churches, businesses, and all other sources of funding.
- Represent the clinic to the community at large through presence and speaking.
- Provide overall supervision and performance evaluation for staff members

MINIMUM QUALIFICATIONS:

Bachelor's degree minimum

SKILLS & EXPERIENCE:

- 2-3 years management experience.
- Fund-raising capacity for marketing to donor relations.
- Budgeting
- Verbal and written communication skills, including public speaking and leading devotions.
- Excellent problem-solving, and technical skills

- Excellent interpersonal skills.
- Preferred knowledge of the healthcare industry.
- Ability to inform and engage with the Board of Directors.

In carrying out duties the Executive Director will:

- Must be willing to sign Good Samaritan Free Clinic Statement of Faith.
- Perform job responsibilities in accordance with Good Samaritan Free Clinic Statement of Faith.
- Pray regularly for God's direction in fulfilling job responsibilities and duties.
- Comply with federal and state regulations and maintain patient confidentiality.
- Follow the board's policies and directives.
- Keep the Board of Directors apprised of critical issues.