

**Job Description:** Executive Director

**Department:** Management/Administration/Clinical

**Weekly Hours:** Salary 40/ Semi-Flexible Schedule

**Job Supervisory Responsibilities:** Medical Director, Medical Providers, Nurses, Office Staff and Volunteers, Bookkeeper, Special Project Volunteers, Interns

### **Management/Administration**

- The Executive Director is responsible for the overall management and administration of the day to day operations of Partners for Healing, Inc. The Executive Director shall report directly to the officers of the Corporation (and, in turn, to the Executive Committee and Board of Directors of the Corporation). The executive director will direct the day-to-day business and administrative operations of the Corporation, provide leadership for development activities, oversee organization, and serve as a spokesperson for the program to the community.
- Responsible for overall functioning, services, and programs of the clinic, in conjunction with Management Team (Medical Director, and Clinic Supervisor) and within budgetary constraints. Ensures that all clinic operations and programs function smoothly and efficiently, and troubleshoots problems as they arise, to provide staff, volunteers, and patients a good experience at PFH. Oversees workflow and patient flow for maximum utilization of clinic resources.
- Ensures compliance with all applicable general laws, regulations, financial requirements, and insurance requirements. Generates and maintains all required documentation and ensures integrity of data reported. In conjunction with Treasurer, arranges annual audit, ensures financial requirement compliance, and submits all required local, state, federal, and IRS reports/documentation.
- Serves as primary administrator for clinic EMR system, making adaptations as needed to improve functionality of the system and working with PFH staff and EMR programmers to ensure that system meets clinic requirements.

### **Development/Fundraising**

- Responsible for developing a sustainability plan and overseeing all fundraising activities, including donor recruitment, annual giving, special events, and grant applications.
- Responsible for grant oversight, administration and compliance (reporting, documentation, etc.).
- Cultivates and maintains relations with donors, foundations, and other supporters.

### **Partnerships/Programming/Planning**

- Routinely assesses community health needs and clinic programs; implements appropriate new programs and adapts existing programs to maintain and improve quality of care and services.
- Develops and maintains strategic partnerships to facilitate the delivery of quality care to patients. Collaborative partners may include: hospitals, specialists, county health departments, behavioral health facilities, pharmaceutical companies, and other local medical providers.
- Works with Board of Directors to develop strategic plan for Partners. Informs clinic staff and volunteers about strategic plan. Responsible for implementation of strategic plan and management of staff/volunteer tasks.
- Represents PFH at meetings and conferences relevant to PFH mission and programming (RHAT, TCCN, VIM, NAFC, etc.).

**Outreach/PR**

- Responsible for promoting the Partners for Healing and its mission to potential funders, volunteers, and strategic partners.
- Oversees all outreach/marketing efforts, speaks at events, and coordinates press releases, newsletters, and other materials.

**Staff/Volunteers**

- Serves as a liaison between Board of Directors and clinic staff/volunteers. Communicates vision and goals developed by board to staff/volunteers and directs staff/volunteers in implementation of those goals. Provides oversight for projects and activities proposed by the board and supports those activities as appropriate.
- In conjunction with Management Team, oversees staff and volunteers, including recruitment, orientation, training, motivation, retention, and evaluation. Maintains all personnel files/records; ensures compliance with all applicable laws and regulations. May work in conjunction with Medical Director or other physician volunteers to recruit medical staff/volunteers and specialist network. Works with Personnel and Finance committee and to update job descriptions and determine annual evaluation process.

**Board Relations**

- Informs the board of current trends, issues, problems, and activities in health care generally, in community health care needs, and within PFH to facilitate good decision and policy-making.
- Attends board meetings and prepares an Executive Director’s monthly report in advance of each meeting. Serves as ad hoc member of all clinic committees.
- In conjunction with Board Governance Committee, prepares board recruitment materials, develops and maintains board manual, plans and conducts board orientation for new members. Assists in identifying potential new board members.

Executive Director Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Partners for Healing, Inc.

\_\_\_\_\_ Date: \_\_\_\_\_

President