



Clinica Colorado Executive Director Job Description

Clinica Colorado is committed to providing equitable and culturally responsive health care in our community. One aspect of this policy is hiring employees who represent and effectively communicate with those we serve.

The Executive Director works under the general direction of the Board of Directors and leads the organization in its mission. The Executive Director engages in fundraising, long-range strategic planning, program evaluation, program development, fiscal management, community outreach, and public relations.

Duties and Responsibilities:

Program Administration

- Work with medical director in interviewing, selecting, disciplining, and evaluating supervised staff.
- Produce and maintain administrative reports and statistical data on all aspects of the clinic.
- Work with Board Treasurer to prepare and maintain budgets, all necessary financial reporting, annual financial audit, and assure the clinic is following generally accepted accounting practices.
- Administer the clinic based upon personnel policies, fiscal policies and other policies and procedures adopted by the Board of Directors.
- Assure that the clinic's programs, functions, and facilities comply with legal and regulatory requirements.
- Respect the confidentiality of patient records, treat patients with respect, and lead clinic staff in that regard.

Liaison to the Board of Directors

- Provide staff support to the Board of Directors. Prepare and distribute materials for board meetings. Present Leadership Team report at each board meeting.
- Prepare and maintain a board manual, develop and conduct (with medical director) an orientation for new board members.
- Advise and assist the board in strategic planning.
- Provide leadership in carrying out policies enacted by the board.



Fundraising

- Prepare and submit grants and funding requests to federal, state, and local governments, churches, and civic organizations. Make presentations and lead site visits as appropriate.
- Conduct research on grant opportunities with private foundations and corporations. Prepare and submit requests for funding.
- Coordinate special fundraising events.
- Oversee the acknowledgement of all gifts and donations in a timely manner and the maintenance of accurate and complete donor mail lists and files.
- Establish and maintain positive relationships with donors, foundations, and other resources to support the clinic.

Public Relations

- Assess public relation needs of the clinic and develop plans for meeting those needs.
- Interact with the community at large to maintain the future success of the clinic.

Information Management

- Ensure that all official clinic documents are organized and filed in an orderly fashion.
- Oversee the collection of data on patient services, volunteer services, donations, etc.

Risk Management

- Assure compliance with all applicable laws and regulations pertaining to the operation of a private, nonprofit healthcare organization.
- Maintain all necessary insurance coverage to provide reasonable protection for agency's board, staff, volunteers, patients, equipment, and supplies.
- Assist in preparing and submitting all necessary forms, fees, and reports to regulatory agencies.
- Ensure the sound organization and safekeeping of important agency documents and records.

Personnel Management

- Maintain and update personnel policies/procedures manual.
- Supervise management team positions, including handling of any disciplinary actions up to and including termination.

Fiscal Management

- Assist Board of Directors in developing fiscal policies and procedures.
- Collaborate with the Treasurer to prepare and present annual budget to the Board. □
Maintain all necessary bank accounts.
- Assist clinic staff with review and payment of invoices and payroll.
- Assist clinic staff with preparation of monthly financial statements.
- Arrange for an annual audit of the agency's financial statements.

**Providing a medical
home for those in need**



**Proporcionando un hogar
médico para los necesitados**

Knowledge/Skills

- Knowledge of principles and practices of nonprofit governance, board development, fundraising, program development, program administration, personnel management, fiscal management, and volunteer management
- Knowledge of local and regional community resources
- Strong organizational and interpersonal skills
- Strong writing and public speaking skills
- Good problem-solving skills
- Ability to work independently

Salary Range

- \$90,000-125,000 per year, depending on training and experience, plus benefits to be discussed with applicants

Please send resume and cover letter to Jill Schneider, Executive Director at jschneider@clinicacolorado.org. No phone calls please.