

## Fredericksburg Christian Health Center

Job Title: Executive Director  
Reports to: Board of Directors

### **Summary**

The Executive Director functions as the CEO of the organization and is responsible for the administration of the Fredericksburg Christian Health Center (FCHC) in all of its activities and operations. The primary purpose of the Executive Director is to promote the vision and mission of FCHC to the staff, patients, and community as well as current and potential funders and supporters. The Executive Director has the overall strategic and operational responsibility for staffing, volunteers, fundraising, public relations, program development, and execution of the mission of FCHC. The Executive Director leads under the guidance of the the Board of Directors.

### **Principle Duties and Responsibilities**

#### Functions as Chief Executive Officer of the BOD

- Provide vision for the future of FCHC. Establish, implement, and monitor strategic plan in collaboration with the Board of Directors.
- Oversees, evaluates, and develops goals to improve the FCHC Uninsured Program, to include the number of patients in the program, screening process, fee schedule, utilization metrics, patient needs and ability of FCHC to meet those needs, program costs, and community partners.
- Direct, monitor, and evaluate all FCHC programs- ensuring that programs are effective, efficient, and adding value to the mission.
- Attends all BOD meetings and serves on committees as assigned. Ensure integrity and strength of BOD leadership and address issues around clarity of role, governance, bylaws/policies, and corporate structure.

#### Financial Management and Planning

- Responsible to maintain a fiscally sound organization. Design and maintain operating plan and annual budget in collaboration with the Treasurer and Finance committee.
- Serve as primary agent in charge of facilitating a comprehensive plan for fundraising, donor, and grant cultivation/relations.
- Responsible for the organization and implementation of all fundraising efforts.
- Responsible for identifying and applying to grants that support the mission and operation of FCHC. Collects, monitors, and reports on metrics and other reporting requirements of grants obtained; as well as those applicable to Accountable Care Organization, Medicare, and other government incentive program requirements.

- Provide oversight and accountability for the Office Manager in regards to daily patient payments, bank deposits, payroll, and payables/contracted services.
- Coordinate financial affairs with the Treasurer, Office Manager, and CPA.

### Public Relations

- Serve as representative of FCHC to the community; generates new and nurtures existing partnerships and/or funding streams within the community, healthcare organizations, churches, government agencies, foundations, and other organizations and individuals.
- Develop public outreach campaigns with the purpose of conveying an understanding of and interest in the mission and services of FCHC.
- Serve as media spokesperson for FCHC, form relationships with local health care professionals/organizations, churches, parachurch organizations, and other organizations that serve the local poor to provide the most holistic and comprehensive services to FCHC uninsured patients and promote collaborative partnerships within the community.
- Cultivate and maintain an environment that establishes FCHC as a unifying presence in the Christian community.
- Oversee and manage social media presence, website, e-newsletter, and print materials.

### Operations and Staff Leadership

- Act as liaison between the Board of Directors and the staff, responsible for the application, implementation and interpretation of established BOD policies and directives.
- Supervises and collaborates with the leadership team (Medical Director, Office Manager, and Nurse Manager).
- Develops a staffing model based on the FCHC budget, strategic plan, and workload assessment, and works closely with the leadership team to hire, retain, and terminate paid staff in accordance with FCHC policies and program needs.
- Develop, update, and implement formal process of new staff inprocessing and orientation. Responsible for maintaining up to date employee handbook.
- Along with other members of the leadership team provide mentorship and coaching for staff at all levels, not only in professional development but also in personal and spiritual growth.
- Responsible for daily operations, including compliance with all Federal and State laws, regulations, and requirements, as well as development and review of internal policies and procedures.
- Responsible for developing and training staff on emergency action plans.
- Responsible for recruitment of, coordination, supervision of, and recognition of all volunteers.

- Collaborate with FCHC Chaplin to ensure spiritual care is provided at FCHC according to the FCHC mission, and that staff are trained to provide spiritual care and are spiritually healthy themselves in order to carry out the FCHC mission.
- The Executive Director provides program oversight for the provision of healthcare services, but does not have the authority to direct clinical decision making at any level unless the Executive Director is also the Medical Director.

## **Required Education, Skills, and Abilities**

- **Critical Experience and Skills**
  - Visionary leader who is passionate about the mission of FCHC and is a spiritual leader. Chaplaincy skills are preferred.
  - Requires undergraduate degree in business, administration, management or related field (or significant workplace experience in administration and management in a ministry or healthcare setting). Masters Degree is preferred.
  - Must have at least 2 years of experience in healthcare management/administration, OR experience as an executive director or senior manager in a non-profit organization. 5 years experience preferred.
  - Experience/success in grant writing and fundraising
  - Knowledge of financial systems, policy and procedure development, and strong background in administration and management.
  - Proficient in the use of the internet and social media, software programs such as MS Word, ACCESS, PowerPoint, Excel, Outlook, as well as Quickbooks, Paychecks, and other similar financial software programs, and be able to utilize and understand the nuances of an Electronic Health Record.
- **Desired Experience and Abilities**
  - Experience in working with nonprofit boards and governance structures
  - Excellent communication and interpersonal skills, to include written communication, public speaking/presentations, and networking.
  - Demonstrated leadership skills and operational management with successful achievement in meeting strategic goals and objectives.
  - Effective team builder who inspires and instills consensus and collaboration.
  - Excellent organizational skills and time management
  - Excels in conflict resolution and problem solving. Culturally sensitive.

## **Salary and Benefits**

Salaried position with expectation of workload of approximately 20-40 hours a week, salary and benefits commensurate on experience, skills, and work hours. If this position is combined with that of the Medical Director, ED/MD is expected to see patients as a 0.5 FTE provider resulting in 50+ hours work week.