

EXECUTIVE DIRECTOR – NON-PROFIT – POWHATAN
Free Clinic of Powhatan

The Free Clinic of Powhatan is soliciting applications for the position of Executive Director. The Executive Director, the key leader of the Clinic, reports to the Clinic Board of Directors and is responsible for oversight of all aspects of the Clinic’s fundraising and community outreach, strategy and governance, financial management, and operations. The Executive Director has primary responsibility for fundraising and is the primary spokesperson for the Clinic with constituents, media, and the public.

The Free Clinic of Powhatan was founded in 2008, offering medical services and referrals to donated specialty physicians’ services. Since then, the Clinic has continually expanded and now offers dental, mental health, eye exams and glasses, a Women’s Health Program, a Behavioral Health Program, and case management services. In 2019, the Clinic began the Campaign for Health & Hope and raised over \$2 million for its own Clinic building. In March 2021, the newly renovated medical and dental clinic opened. In addition, since 2019, the Clinic has offered a unique and replicable counseling program with services offered at Powhatan High and Powhatan Middle Schools.

Patients of the Free Clinic of Powhatan are uninsured and under-insured residents of Powhatan, Amelia, Cumberland, and Chesterfield counties with an individual or family income lower than the Federal Poverty Level Guidelines. The Clinic is staffed primarily by volunteers.

Position Responsibilities by Major Area:

1. **Fundraising and Community Outreach** -- Primary responsibility for fundraising and developing revenue sources. Primary spokesperson for the Clinic with constituents, media, and the public. Assesses community needs. Recruits volunteer medical and administrative staff.
2. **Mission, Strategy, and Governance** – Ensures Clinic is fulfilling its mission and meeting the objectives in the five-year Strategic Plan. Communicates and collaborates effectively with the Board.
3. **Financial Management** – Develops and oversees budgets and use of all funds.
4. **Operations** – Oversees the development, implementation, and evaluation of the Clinic’s programs and services. Responsible for maintaining a culture with a welcoming environment, high quality care, respect for all patients, and staff & volunteer satisfaction. Ensures compliance with federal, state, and local laws and regulations.

Qualifications Include:

- **Required Education & Experience:** Bachelor’s Degree; ten to fifteen years management experience; excellent communications and leadership skills; a passion to serve vulnerable populations.
- **Desired Additional Experience:** Knowledge of the Powhatan community; relevant experience in the healthcare industry; experience managing a staff of volunteers.

Required Knowledge, Skills, & Abilities:

- Passionate and energetic leader with enthusiasm for fulfilling the Clinic's mission
- Knowledge of the principles, methods and techniques used in fundraising
- Demonstrated ability to mobilize support for the Clinic's mission and programs with policy makers, donors, volunteers and the Powhatan community
- Demonstrated ability to motivate, inspire and instill confidence with all constituents (i.e., Board, donors, Powhatan community, partner organizations, policy makers, media, staff, volunteers, and patients)
- Must be outgoing and able to maintain a regular visible presence with all constituents
- Demonstrates integrity, honesty, humility, transparency and respect in interactions with all constituents
- Ability to plan, organize, develop, implement, and interpret programs, goals, objectives, policies, and procedures necessary to provide quality services and maintain sound business operations
- Maintains awareness of current community trends and patient needs in order to guide the Clinic in a productive, sustainable direction
- Has a history of successfully generating new revenue streams and improving financial results
- Fiscal restraint; optimizes the use of all funds
- Requires schedule flexibility, including some evening and weekend meetings

Salary: \$75,000 - \$100,000, commensurate with knowledge, skills, and experience.

Benefits: Health insurance; 401(k) retirement savings plan; paid time off.

**Applicants should apply directly to: Amy Nisenson Consulting at amy.nisenson@gmail.com
Applications will be accepted until Friday, April 7, 2023 at 5:00. Please direct question to Amy Nisenson at (804) 307-4653.**