

Executive Director for Beersheba Springs Medical Clinic Job Description

Job Title:	Executive Director
Status:	Part-Time
Classification:	Non-Exempt
Reports to:	BSMC Board of Directors

Summary of the Position:

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for the Clinic's staff, programs, expansion, and execution of its mission. She or he will initially develop deep knowledge of the field, core programs, operations, and business plans.

This position is accountable to the BSMC board.

Responsibilities may include but are not limited to:

Fundraising:

- Direct and coordinate all fundraising efforts throughout the year including the Dash to the Door event, Music on the Mountain, annual appeal, and sustained giving program. Develop and implement new fundraising proposals and initiatives, aiming for community involvement.
- Maintain donor database using the Donor Perfect program and ensure that thank you notes and tax receipts are sent to donors in a timely fashion.
- Regularly work with the treasurer to create fundraising, grant, and cash flow projections.
- Identify and solicit new major donors and maintain current sources of income for clinic operation and growth.
- Identify, evaluate, and pursue grant opportunities aligned with the organization's mission and strategic priorities; seek Board input or approval when alignment or risk is uncertain. Oversee the full grant lifecycle, including application development, relationship management, and all reporting, compliance, and stewardship requirements.
- Assist the board president with educating and encouraging fundraising among board members to their highest ability. Develop materials as necessary.
- Maintain relationships and membership with professional nonprofit and charitable networks.

Administration:

- Interview and negotiate compensation for paid staff with the executive committee.
- Analyze and optimize the budget, income, and expenditures with the board treasurer in a shared collaborative space.
- Ensure that all deposits and expense transactions are managed appropriately and categorized correctly within Quickbooks
- Review and approve time sheets. Ensure that time sheets are accurate in QuickBooks to ensure accurate payroll processing, working alongside Bookkeeper.
- Manage paying all expenses related to Clinic operations and fundraising. May delegate to Practice Coordinator as appropriate.
- Review and maintain bylaws, revise the business plan annually, and discuss the long-term strategic plan with the board. Arrange consultants for fundraising and strategic planning as requested and appropriate.

- Manage relationships and contractual obligations (for payroll, etc) with Americore and SCCF regarding the appropriate staff.
- Meet regularly with the Board President to plan and conduct bi-monthly board meetings with appropriate materials, discuss fundraising efforts, committee appointments, by-laws, business, and strategic plans, social media, and newsletter
- Present the mission of the clinic to community groups as requested.
- Maintain relationships and membership with organizations, students, and committees involved in improving the health and conditions in the BSMC service area.
- Interact with other organizations that can provide services consistent with the mission and explore the development of new services and programs with medical staff as opportunities and funding present.
- Coordinate maintenance of BSMC buildings with staff and volunteers
- Ensure that all Insurance policies are current, tax filing and payments are timely, and any necessary certifications are up to date.

Operational management:

- Communicate regularly with practice coordinator and medical directors regarding clinic operations, grant opportunities, and administrative issues. Oversee all administrative aspects of the clinic, coordinating management with the practice coordinator..
- Ensure compliance with all relevant regulatory requirements, including HIPAA and OSHA.
- Work with the medical directors to develop, implement, and refine clinic policies and procedures to ensure efficiency, compliance, and optimal patient care.
- Coordinate and maintain existing relationships with medical directors and medical resident supervisors with Erlanger, St. Thomas, and Yale Schools of Medicine. Oversee dental services in coordination with staff and major donor Smile 180
- Oversee the maintenance of the clinic's electronic health record system (Athena Health)
- Ensure that inventory, including medical supplies, medications, and office materials are managed appropriately, ensuring proper stock levels and are obtained at the best possible prices.
- Oversee clinic hours and staffing schedules, with the practice coordinator, to ensure timely care delivery.
- Collaborate with the clinic's medical directors and other senior leadership to develop and implement strategic plans for the practice.
- Ensure that clinical and administrative staff, including medical assistants, front desk personnel, and volunteers are supervised, trained, and supported in collaboration with the practice coordinator and medical directors.
- Help to foster a positive, collaborative, and patient-centered culture within the clinic.
- Lead recruitment efforts, assist the practice coordinator in regular feedback and performance reviews.
- Ensure all staff are compliant with relevant certifications, training, and licensing requirements.
- Provide leadership and direction to all the clinic staff, promoting a positive and supportive work environment.

Patient Relations:

- Serve as the primary resource for patient inquiries and concerns, ensuring prompt and empathetic responses to all issues
- Collaborate with medical staff to ensure quality care and effective communication between providers and patients.
- Work to continuously improve patient satisfaction by identifying areas for improvement in care delivery and clinic operations.

Compliance and Quality Assurance:

- Ensure the clinic is compliant with all local, state, and federal healthcare regulations, as well as internal policies and procedures.
- Ensure clinical staff maintain accurate medical records and ensure confidentiality in accordance with HIPAA and other relevant laws.
- Support the clinic's efforts to meet any required quality metrics, including patient satisfaction, health outcomes, and clinic efficiency.