

Forsyth Community Clinic

Job Description

Title: Executive Director

Reports to: Forsyth Community Clinic Board of Directors

Job Purpose:

The Executive Director provides leadership that enables Forsyth Community Clinic to provide health care services to Forsyth County residents who are uninsured, adult patients who are low income. Working with the Board of Directors, the Executive Director obtains the necessary resources to support this critical mission. He/She engages qualified medical and health care practitioners to volunteer their services to patients attending the clinic. The Executive Director also plays an essential role in communicating, directly and through the media; the importance of an availability of health care support, the need for financial support from the community and the clinic's involvement in the broader community of free care clinics.

Key Result Areas:

The energies and skills of the Executive Director will focus on six areas.

1. Managing an efficient and effective free clinic that provides high quality services
2. Designing, planning and implementing, with Board approval, the appropriate mix of services that best meet the needs of Forsyth residents
3. Designing and implementing effective programs to attract eligible Forsyth residents to use the services of the clinic
4. Creating community support that yields essential volunteer efforts and donations
5. Building a sound budget to support the delivery of planned services and working with the Board to ensure adequate funding
6. Building relationships with community and state organizations servicing similar publics

Important Relationships:

The Executive Director must be effective in working with others who play fundamental roles in supporting the mission.

- Clinic volunteers and staff
- Patients
- The Board of Directors
- Donors
- Grant Sources
- Relevant community organizations and people e.g., churches, service groups, schools
- Local media

Primary Duties and Responsibilities

While the Executive Director performs multiple tasks, there are seven priorities.

- Ensuring that the services of the Forsyth Community Clinic are clearly communicated to Forsyth residents in a manner that makes eligible patients comfortable with using the clinic.
- Managing a clinic organization that provides appropriate care, either personally or by referral, and marshals the resources required to ensure every patient is served.
- Meeting with local people in relevant venues to communicate the Forsyth Clinic mission and its available services.
- Developing an understanding of available grant, government and individual donor sources and using these effectively to obtain the financial resources meet the mission.
- Maintaining all financial, operating and patient care records in full conformance with rules and regulations and providing timely reports as required by grants and regulations.
- Creating and proposing annual strategic, operating, marketing and financial plans for Board approval and implementing these as agreed.
- Working with the Board of Directors to ensure clear communication and understanding of all plans and progress, obtaining their active support with implementation, where needed, and assisting the Board in filling Board vacancies.

Budget Responsibilities

The Executive Director identifies the community needs that should be met, how they could be met, and the projected costs of doing so. The Board of Directors reviews the proposed plans and suggests modifications where appropriate. The Executive Director implements the plans. Key activities include:

- With the Medical Director, assess current and projected patient needs and identify additional professional and financial resources required to meet them.
- Prepare a detailed annual operating plan and estimated budget for Board consideration and approval. Obtain Board approval for annual plans.
- Provide budget reports to each meeting of the Board, summarizing revenues and expenses and noting all major exceptions. Where appropriate, suggest budget revisions. Obtain Board approval for expenditures over \$500 not included in the budget.
- Obtain Treasurer's co-signature for all expenditures of over \$2000.
- Support the annual review of financial records by the Board-selected auditors. Provide a response to the Board for any items deemed by the auditors as requiring attention.

Required Characteristics

The clinic does not discriminate on the basis of race, religion, sex, age or political persuasion. It places special emphasis on skills, traits, and experience it believes will help achieve success for the Clinic and the candidate.

- Commitment to the mission of the Clinic
- Knowledge of the Forsyth Community
- Relevant experience with the healthcare industry
- Good communication skills—written, interpersonal and public
- Knowledge of, and skills with using a broad range of social media
- Planning experience
- Creativity and adaptiveness
- Knowledge of marketing, especially the use of social media
- Satisfaction from working for the mission and its psychic rewards
- Ability to say “no” when faced with unreasoned opposition

Performance Measures

The Executive Director will measure his/her performance by success in:

- Expanding FCC’s patient base
- Raising adequate funds to support the mission
- Achieving high levels of patient, volunteer, board and staff satisfaction
- Creating positive attitudes about the clinic among Forsyth’s residents and politicians

Performance will be reviewed after the first six months and annually thereafter.

Position:

The Executive Director is a part time (20 hours/week) position.

Date Approved: 02/01/2022

Contact:

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