

EXECUTIVE DIRECTOR FEARRINGTON CARES

POSITION SUMMARY

The Fearington Cares Executive Director is the face of this non-profit, community-based organization. S/he is responsible for the day-to-day leadership and management of Fearington Cares. This includes strategic planning, financial performance, board partnership, infrastructure, operations, personnel management, nursing oversight, volunteer engagement, and community relations.

- Reports to: the Fearington Cares Board of Directors (Board)
- Classification and Hours: 25 hour/per week salaried, exempt position, including regular work hours of 9AM-1PM, M-F

RESPONSIBILITIES AND DUTIES

Leadership

- Collaborate with the Board of Directors to develop a new Strategic Plan.
- Lead in a manner that supports Fearington Cares' mission.
- Ensure the organization's financial integrity by using best practices and complying with all applicable laws, regulations, and internal controls.
- Develop a realistic annual budget. Monitor and report on monthly income and expenses.
- Provide support for the Annual Campaign and fundraising events; ensure donor acknowledgments are processed in a timely manner. Identify funding opportunities; prepare grant proposals, implement and monitor grant funded projects.
- Ensure a positive, team-oriented work environment.
- Stay current regarding changing health information, education, and non-profit trends.
- Attend occasional programs, events, and meetings occurring outside of office hours.
- Ensure Fearington Cares' policies and procedures are implemented and followed.

Board Relationship and Duties

- Report to and cultivate a strong, transparent working relationship with the Board and ensure open and timely communication.
- Recommend, seek approval, and execute strategies that ensure best practices and comply with federal, state, and local laws and regulations.
- Provide, in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions. Help attain successful results.
- Attend Board meetings, prepare reports and data, and provide recommendations for programs, actions, and policies. Perform routine program quality assessment.
- Support and execute goals of the Strategic Plan; monitor and report on progress.
- Other job duties as assigned.

Operations and Staff Management

- Oversee clinic to ensure that nursing care is focused on best practices and legal compliance in accordance with the NC Nursing Practice Act. Obtain data for regular reports on health services.
- Supervise Administrative Coordinator, front desk staff, volunteers, and contract employees. Conduct performance appraisals for paid staff. Collaborate with staff regarding service delivery, resident requests, volunteers, etc.
- Review and approve vendor contracts for services, ensuring budgetary compliance and best practices.
- Ensure effective electronic data collection, data entry, and generation of reports to support committees.

Community Relations

- Serve as Fearington Cares' primary spokesperson.
- Increase awareness, enhance the organization's image, and proactively communicate with other organizations, including the Fearington Homeowners' Association (FHA) and other Fearington-based service groups. Develop and build relationships and resources outside Fearington Village.
- Manage the monthly Fearington Cares newsletter. Provide content for Fearington Cares website and other electronic communications.
- Develop community health information resources, maintain partnerships, and provide health education.

EDUCATION, KNOWLEDGE, AND SKILLS

- Minimum of a Bachelor's Degree in nursing, social work, public health or healthcare management. Master's Degree preferred.
- At least ten (10) years of experience in a healthcare related program.
- Management or administrative experience preferred.
- Experience working with a Board of Directors preferred.
- Experience in program development, grant writing, and fund development.
- Expertise in managing finances for a non-profit organization. Familiarity with reading financial reports.
- **Leadership.** Collaboratively lead and initiate actions; successfully direct the activities of individuals and groups; motivate effective teamwork; problem solve, earn the attention and respect of others.
- **Communication.** Strong verbal and written skills; listen well, respond quickly.
- **Pro-active.** Commitment to building a great organization; a sense of urgency; a passion for making decisions and driving results; a healthy optimism for the business; a belief that any problem can be solved; a “can do” attitude.
- **Reliability.** Organized, accurate, meet deadlines, multitask.
- **Adaptability.** Open to change; handle conflict with grace; willing to see situations from different viewpoints.

INTERESTED?

If you can see yourself in this position, please email a cover letter and your resume to: Linda Patterson at lindajpatterson@icloud.com. Thank you.