

HEALTHCARE EXECUTIVE DIRECTOR
FEARRINGTON CARES
fearringtoncares.org

POSITION SUMMARY

The Fearington Cares Executive Director is the face of this non-profit, community-based, 501(c)(3) healthcare organization. He/she functions as the administrative, programmatic, and healthcare leader for Fearington Cares, a volunteer organization serving the Fearington Village population. Reporting to the Board of Directors, the Executive Director will be involved in strategic planning, financial performance, daily operations, personnel management, volunteer oversight, and community relations; RN candidates may provide direct nursing services and consultation. This is a 35-hour per week, salaried, exempt position. Three major holidays, four-weeks paid time off when the Center is closed during major holiday periods, and two additional weeks paid time off. Healthcare stipend.

RESPONSIBILITIES AND DUTIES

Leadership

- Lead in a manner that supports Fearington Cares' mission.
- Collaborate with the Board of Directors to develop a new Strategic Plan.
- 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 with the Administrative Coordinator. Monitor quarterly 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.
- 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 ensuring open and timely communication.
- Recommend, seek approval of, and execute strategies that ensure best practices and comply with federal, state, and local laws and regulations.
- Attend Board meetings, prepare reports and data, and recommend 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

- Supervise Administrative Coordinator, front desk staff, volunteers, and contract employees. Conduct performance appraisals for paid staff.
- Review and approve vendor contracts for services, ensuring budgetary compliance.
- Ensure effective electronic data collection, data entry, and generation of reports.

Community Relations

- Serve as Ferrington Cares' primary spokesperson.
- Increase awareness of Ferrington Cares, enhance the organization's image, and proactively communicate with other organizations, including the Ferrington Homeowners' Association (FHA) and other Ferrington-based groups.
- Develop and build relationships and resources outside of Ferrington Village.
- Provide content for and approve Ferrington Cares' website updates and electronic communications.
- Develop community health information resources, maintain partnerships, and work with the Education Committee to develop health education programs.
- Offer individual residents information on local healthcare resources and providers, assess risks, and suggest options to maintain their independence and safety.
- Assist patients and families during transition to/from the hospital and during end-of-life.

EDUCATION, KNOWLEDGE, AND SKILLS

Essential Qualifications

- Bachelor's degree in a healthcare or clinical social work field.
- At least ten (10) years of clinical experience in a healthcare program.
- Management, supervisory, or administrative experience that includes responsibility for personnel and budget. Successful direction of individual and group activities; experience with building teams.
- Familiarity with digital media, data management, and digital research.
- Strong verbal and written communication. Excellent interpersonal and presentation skills. Exceptional listening and communication skills with a range of individuals in varied situations.
- Adept at decision making and disclosing those decisions in a timely and effective manner.

Preferred Qualifications

- Master's degree in a healthcare or clinical social work field.
- Experience working with a Board of Directors.
- Experience in program development, grant writing, and fund development.
- Experience working with and directing a large group of volunteers.

INTERESTED?

Please email a cover letter and your resume to: Linda Patterson at lindajpatterson@icloud.com.
Thank you.