



EXECUTIVE DIRECTOR JOB DESCRIPTION

- I. To apply, send a resume and cover letter to: Executive Director Search, 860 3rd Street, Lander, WY 82520 OR email: help@landerfreeclinic.org**

II. Overall Responsibility

Responsible for the operations, staffing, finances, direction, and administration of LFMFC. Overall organization of clinic, staff and clinic functions are under the direction of the Executive Director.

III. Accountability

Accountable to and receives direction from the Board of Directors.

IV. Responsibility

A. Administrative:

1. Participate in recruitment, interview, selection, disciplining and evaluation process for directly supervised staff and other key positions. Hiring, evaluating, and disciplining clinic staff is the responsibility of the Executive Director. Recruit volunteers and provide for their orientation, training, and evaluation.
2. Convene and lead the Management Team to ensure delivery of quality services and programs
3. Maintain administrative reports and statistical information on all aspects of the clinic.
4. Prepare and maintain budgets, all necessary financial reporting, assure that clinic utilizes general acceptable accounting practices (GAAP).
5. Writes grants and secures funds to assure that clinic has a sound financial base and can grow as necessary.
6. Functions and administers clinic under Personnel Policies, fiscal policies and other policies and procedures adopted by the Board of Directors.
7. Plan and be responsible for compliance with all legal requirements of the clinic functions and programs and the physical facility.
8. Undertake routine assessment of clinic functions and make necessary changes in line with the expansion of service and efficient clinic operations.
9. Organize, plan, supervise, coordinate and assign work to clinic staff.
10. Recommend total personnel wage to the board as part of the annual budget presentation to the Board.
11. Oversee all operational and administrative functions of the Clinic
11. Other duties necessary to assure that the clinic is operating in an efficient manner.

B. Other Regular Duties:

1. Purchase equipment, supplies, furniture, medications and other supplies needed for the clinic operations and when appropriate under adopted policies and procedures.
2. Maintain the clinic physical site and make adjustments in layout as appropriate for staff and patient growth.
3. Manage the clinic in line with the established goals, aims and objectives expressed by the Board.
4. Responsible for the application, implementation and interpretation of established Board policies in the operation of the clinic and oversight of all staff. Acts as the liaison between the Board of Directors and the clinic staff.
5. Attends all meetings of the Board of Directors, committee meetings, and provides

direction and input into decisions affecting the clinic and its staff.

6. Support the Board of Directors
 - a. ensure integrity and strength of Board leadership and address issues around clarity of role, governance, bylaws/policies and corporate structure.
 - b. assist with the cultivation and recruitment of new Board members
 - c. prepare Executive reports to the Board of Directors and the Executive Committee
 - d. provide staff support and attend various Committee meetings
7. Between Board meetings, the Executive Director is to provide, as appropriate, general information, policy changes, and developments to the President or Vice-president of the Board.
8. Strategize the organization's short range and long-range program goals particularly in organizing and planning:
 - a. work with the Management team to ensure quality programs and services are provided
 - b. work with the Board of Directors to identify overall resource development goals and fund-raising plan
 - c. establish, cultivate and maintain relations with donors, foundations, and other resources to support organizational programs and activities
 - d. maintain accountability for current year operating budget
9. Other duties as assigned by the Board of Directors.

C. Special Assignments:

1. Must be cognizant of and maintain regular contact with all available funding resources and prepare applications, submit applications and report secured funding to the Board. Executive Director is authorized to undertake necessary execution of grant documents to secure funding.
2. Maintain a high level of public acceptance, interaction with medical community and community at large necessary to maintain the future success of the clinic.
3. Serve as the organization's principal leader, representative and spokesperson to the greater community.
4. Must respect full confidentiality of patient records, treat patients with respect and care and lead staff in that regard.

V. Skills and knowledge Required

- A. Thorough knowledge of administration, grant writing, management and general understanding of the health care delivery system.
- B. Skills in interpersonal, community and group relations.
- C. Ability to exercise sound leadership and judgment.
- D. Public relations knowledge and expertise

VI. Education and experience:

Masters degree in administration, management or related field preferred. Experience as grant writer, Executive Director or manager of health care center or similar setting/undertaking. Knowledge of financial systems, policy and procedure development and strong financial background in administration and management.

VII. Salary

Commensurate with education and experience.