



**POSITION TITLE:** Executive Director

**JOB TYPE:** Full-time

**REPORTING RELATIONSHIP:**

The Executive Director reports to the Macon Volunteer Clinic Board of Directors.

**ABOUT MVC:**

Macon Volunteer Clinic was established in 2002 as a 501c3 nonprofit to provide free medical and dental care to uninsured working adults who reside in Bibb County and make less than 200% of the Federal Poverty Level. In 2019, 359 clinical and administrative volunteers provided over \$1.5 million in free medical services and \$1.32 million in free prescription medications to 778 patients.

**POSITION SUMMARY:**

The Executive Director is the Chief Executive Officer of Macon Volunteer Clinic (MVC). The Executive Director exercises day-to-day general executive control and management of the business and affairs of MVC while carrying out the policy decisions and strategic directions of the Board of Directors. The Executive Director is also responsible for sustainability and overall clinic operations. The Executive Director shall act as the duly authorized representative of the Board of Directors in all matters in which the Board has not formally designated some other person for that specific task.

**POSITION RESPONSIBILITIES:**

The ongoing responsibilities of the Executive Director include, but are not limited to:

**I. Strategic Planning and Organizational Development**

- Develops concepts for and facilitates changes to MVC’s strategic and operational plans, effectively enlisting others in development and implementation.
- Champions the interests of all stakeholders – employees, clients, volunteers, donors, and the community – in a balanced manner.
- Works with Board Chair and Committee Chairs to recommend and recruit appointments to all board committees, temporary or permanent.

- Works with the organization to deliver training and development to staff, volunteers, board, and committee members as required.
- Works as an ex-officio member of all Committees and Sub-committees to ensure the work of the organization is being accomplished.

## **II. Organizational & Business Management**

- Responsible for the overall direction and management of MVC, including financial and fiscal viability and direction. Establishes high service, quality, and efficiency standards.
- Implements and ensures compliance with the policies, scope of services, purpose, mission, and vision of MVC, as approved by the Board of Directors.
- Communicates effectively so that organizational policies are understood, properly interpreted, and administered. Takes appropriate steps to correct unsatisfactory conditions.
- Ensures that MVC is fiscally accountable and meets all local, state, and federal nonprofit and corporate financial reporting requirements. Responsible for reviewing and approving accounts payable, payroll, requisitions, financial reports, timely tax deposits and timely filing of tax forms.
- Ensures compliance with all applicable local, state, and federal laws, including nonprofit, healthcare, and confidentiality regulations.
- Assists in planning and utilization of MVC's physical facilities.
- At specific intervals, presents operating and capital expenditures and revenue budgets for review and approval by the Board of Directors.
- Oversees any contract development in cooperation with legal counsel, when necessary.

## **III. Personnel & Volunteer Management**

- Oversees the recruitment, hiring, firing, supervision, and management of all paid and unpaid staff and contractors.
- Supervises direct reports and assigns their duties when they are away from MVC.
- Effectively communicates the overall mission, purpose, and vision to employees, volunteers, donors, and other stakeholders

- Ensures personnel policies are enforced, performance reviews of all staff are conducted at least annually, and makes necessary changes to correct deficiencies.
- Maintains employee personnel files and other confidential records.
- Oversees development and implementation of volunteer programs that enhance volunteers' effectiveness and ensure medical providers' continued support and participation in MVC.

#### **IV. Fundraising/Donor Acquisition and Cultivation**

- Ultimately responsible for the funding of MVC.
- Responsible for participation and leadership in major donor fundraising.
- Supports all Clinic fundraising activities and events and coordinates with the Marketing and Fundraising Committee and the Chief Development Officer.
- Works with the Chief Development Officer to determine and pursue available/potential grants and funding sources.
- Oversees grant compliance and ensures all grant reports are submitted in a timely manner
- Ensures effective donor acquisition, cultivation, and appreciation plans are implemented, including a coordinated marketing and public relations effort to locate and target potential individual donors, business partners, and in-kind donors.

#### **V. Community Liaison / Public Awareness Activities**

- Functions as a key spokesperson for the organization and its stakeholders.
- Effectively represents MVC to the public and develops relationships in the community to maintain and increase MVC's visibility.
- Develops ongoing relationships with organizations that provide healthcare and other services to low income families to find ways to coordinate services.

#### **VI. Medical Oversight**

- Adjusts volunteer services as necessary to respond to community health care needs.
- Works with Medical Director to ensure MVC is providing the highest caliber of care that meets all regulatory and practice guidelines.

## **REQUIRED ATTRIBUTES:**

- Bachelor's degree
- Five years of successful financial and personnel management responsibility
- Superior interpersonal communication skills with demonstrated ability to interact in extremely delicate, sensitive, and/or complex situations.
- Demonstrated expertise in fundraising and fund development management or other one-on-one marketing and cultivation
- Good public speaking and advocacy skills
- Excellent problem-solving skills necessary to organize, plan, and direct the work of MVC
- Passion/concern for the target population, mission, and vision of MVC
- High energy and ethical integrity, as demonstrated by significant community involvement as well as respect of peers and community
- Flexibility is essential. Need ability to work with people from a variety of backgrounds and experiences; ability to accommodate non-standard work schedules; and ability to work with limited resources

## **PREFERRED ATTRIBUTES:**

- Advanced degree
- Experience in health care and/or nonprofit organizational management
- Experience managing a complex nonprofit or other mission-driven organization
- Experience with a volunteer-driven organization
- Experience working with a Board of Directors or large committee
- Major donor fundraising experience
- Participatory leadership style that empowers staff, volunteer, board and committee members
- Knowledge of healthcare and healthcare options for the uninsured of Bibb County
- Passion for meeting the needs of the uninsured

## **WORKING CONDITIONS:**

- Generally works in a normal office environment where there are minimal hazards and infrequent environmental changes.
- The nature of the work may require frequent walking, standing, etc., as well as exposure to most areas of MVC.
- The nature of the activities and the key constituencies the Executive Director works with requires flexibility in the hours worked. More specifically, the position may require more than 40 hours per week and frequent evening and weekend hours. This position is exempt from Fair Labor Standards and Practices overtime compensation requirements as a professional position requiring substantial specialized knowledge, independent decision-making and supervisory responsibility.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Macon Volunteer Clinic is an Equal Opportunity Employer.*

**COMPENSATION AND BENEFITS:**

Compensation is commensurate with experience and education. Available benefits include employee health insurance, a generous paid time off plan, and a 401k plan.

**TO APPLY:**

Interested applicants should email a cover letter and resume to Rita McCurdy at [rmccurdy@maconvolunteerclinic.org](mailto:rmccurdy@maconvolunteerclinic.org) by February 21<sup>st</sup>.