

Position Description
Executive Director

Job Title: Executive Director

Starting Salary: Negotiable and commensurate with experience, following industry standard benchmarks for the ratio of

- Support/Admin FTE staff per Billable Medical Staff FTE
- Support/Admin staff cost as a percentage of gross revenue (includes grants)
FTE = Full time equivalent

General Statement of Duties

Under the supervision of the Board of Directors and guidance from the Medical Director, the Executive Director performs leadership and administrative functions to ensure that the clinic is operating smoothly. This position is charged with conducting and coordinating clinic and business operations in accordance with the Laramie Reproductive Health Mission, which is to *provide access and availability to optimal reproductive health care and education to people of all ages, with priority to low income individuals, in Laramie and the surrounding area.*

The Executive Director supervises and delegates tasks to administrative, provider and clinic staff members. The Executive Director orchestrates the everyday management responsibilities of the clinic, creates, implements, and enforces policies and procedures, and oversees the recruitment, professional development and evaluation of staff members and volunteers. The Executive Director oversees grant and funding opportunities from a variety of agencies and in coordination with the Financial Director. The Executive Director is responsible for overseeing, the creation of and maintenance of budgets and deals with decisions regarding purchasing supplies, and consults with the Board of Directors when appropriate. The Executive Director serves as the official representative of the agency.

Responsibilities

1. Directs the development and implementation of plans to ensure clinic compliance with state and federal laws, guidelines and regulations; maintains administrative records and reports of program operations. Acts as liaison with funding sources.
2. Responsible for financial health of the organization, including revenue collection, purchasing, accounts payable, patient and contract accounts receivable, and overseeing the Financial Director's responsibilities including the financial reports, the fee schedule, payroll, and the accounting system. Responsible for safeguarding and administrating all funds, physical assets and other agency property. Maintains daily accounting, deposits, and other financial records.
3. Oversees grant applications for programs and seeks out grants and communicates with the Board about agency fund-raising and grant writing activities.
4. Directs the implementation of the clinic strategic plan. Demonstrates continuous improvement philosophy (self and others). Assesses clinic practices strengths and weaknesses, implementing trainings and organizing in-services as necessary for clinic staff and providers. This may also include recommending organizational changes as needed to the Board for approval.
5. Is knowledgeable about national, state and local issues affecting sexual and reproductive health and informs board members about these issues during monthly meetings and other times as needed.

6. Recruits, hires and supervises staff according to established personnel policies and procedures. Works with the personnel committee to regularly review and revise, as needed, personnel policies. Provides leadership, mentoring and guidance for staff including training and continuing education. Respects full confidentiality of patient records, treats patients with respect and care, and leads staff in that regard. Responsible for cross-training of critical functions, including but not limited to the duties of the financial director.
7. Seeks and accepts guidance from the clinic medical professionals and staff in monthly staff meetings and 360 degree performance reviews. Facilitates teamwork in the clinic.
8. Seeks and accepts guidance and direction from the Board of Directors and maintains appropriate communications. Coordinates board activities: attends monthly board meetings and appropriate committee meetings. Submits written reports and budgets related to program operation to the Board for review and approval. Provides for orientation of new board members and yearly updates to include information about clinic policies, services and procedures, strategic planning progress and other clinic activities.
9. In coordination with Board of Directors, the Executive Director will direct development, implementation, and adherence of clinic policies and procedures relating to finance, administration, personnel, safety and maintenance; this includes performing an annual inventory and assisting during audits by both state and federal agencies as necessary.
10. In coordination with the Board of Directors, the Executive Director will direct planning, analysis, preparation, development and monitoring of clinic operations including coordination with the Financial Director to ensure financial reports for programs and budgets are maintained, according to financial policies, and reported on a regular basis to the Board. Authorizes and approves expenditures in accordance with approved financial policies.

Preferred Responsibilities

1. If a licensed nurse then practices at the highest level of their scope of practice.

Qualifications

Minimum

1. Bachelor's Degree
2. Minimum 3 years of management in a professional leadership capacity
3. Demonstrate excellent communication skills both written and verbal
4. Experience with office systems
5. Demonstrate budget management skills, including QuickBooks

Preferred

1. Bachelor's Degree in Nursing or other health-related field, such as kinesiology, social work, psychology
2. MBA, MSW, MSN, or Masters Degree in related field or equivalent combination of experience and education
3. Understanding of HIPAA, Title X and other compliance laws
4. Experience in fundraising and project/program development
5. Passion for reproductive rights
6. Demonstrate success in managing projects
 - a. Creation and Implementation of clinic policies and procedures
 - b. Recruitment and training of staff (volunteers, professional and/or clinical)
 - c. Documentation of adherence to policies and procedures (monitoring and follow-up)
7. Experience working for a Board of Directors