



EXECUTIVE DIRECTOR

Position Opening Announcement

Centre Volunteers in Medicine (CVIM), a free health care clinic located in State College, Pennsylvania, is seeking an Executive Director to lead its operation. Established in 2003, CVIM provides comprehensive primary and specialty health care for low-income, uninsured and underinsured residents of Centre County.

The CVIM Executive Director opening presents an exciting opportunity to lead an organization that makes a major impact on people's lives and on the community at large. Overseeing a team of twenty-two professional staff and over three hundred volunteers who are committed to the mission of providing high-quality, essential health care for the uninsured, the Director maintains a high degree of independence in operating the Clinic. The Executive Director reports to the Board of Directors and works closely with the Board President and Executive Committee of the Board to advance CVIM's mission and service delivery. This position is a full-time, exempt, salaried position. CVIM offers a competitive salary and benefits including health insurance, health spending plan, paid time off, and a 401(k) program. County residency is required.

The Executive Director is responsible for the direction, management, and coordination of all organizational operations and activities of the Clinic ensuring the successful accomplishment of its mission and strategic direction. Major job responsibilities and desired qualifications are outlined below:

Job Responsibilities:

Board Relations

- Participate with the Board of Directors in the development, implementation, and ongoing evaluation of a strategic plan to guide the organization.
- Identify, analyze, and inform the Board of Directors on internal and external issues and trends that affect the organization.
- Conduct all aspects of Board management and facilitate effective communications with the Board.

Administration

- **Policy and Management**
 - Manage the organization according to the strategic plan and organizational goals as adopted by the Board.
 - Provide leadership in developing and implementing organizational improvements, policies, and procedures for both staff supervision and operations and Board of Directors' governance.
 - Manage alignment between resources and clinical service delivery.
- **Finance**
 - Oversee the development and maintenance of all financial records, processes, and reporting including budget management, revenue and expenditure tracking, payroll, and taxes.
 - Oversee the preparation, implementation, monitoring, and management of CVIM's annual budget.

- **Human Resources**

- Oversee staff recruitment, evaluation, and termination.
- Supervise, direct, and facilitate the work of staff and address personnel issues.
- Oversee volunteer management including recruitment, retention, and recognition.
- Maximize the use of volunteers for all tasks, as possible.

- **Facility**

- Direct building maintenance requirements to ensure the facility is safe, clean, and functional.
- Coordinate organizational technology and information system needs.

Clinic Operations

- Ensure the efficient and effective delivery of health care services and programs set forth by the Board.
- Propose programs, activities, and processes to the Board to provide for the provision of health services.
- Support clinical staff in the provision of high-quality health services following all CVIM policies, procedures, and practices.

Resource Development

- **Fundraising**

- Oversee the design and implementation of development plans to achieve CVIM financial goals including the implementation of campaigns, special events, and projects.
- Conduct donor activities both to expand the current donor base and to maintain existing donors.
- Evaluate the effectiveness of existing fundraising strategies and implement new initiatives to diversify funding sources.
- Seek and obtain grants and resources in support of the organization.

- **Public Relations/Community Outreach**

- Direct all CVIM public relations and communication efforts including press releases, annual reports, newsletters, brochures, website, and other promotional materials.
- Serve as chief CVIM spokesperson and represent CVIM to the public through presentations, outreach, marketing, community relations, and facility tours.
- Promote and represent CVIM to related professional communities and stakeholders including health care providers, hospitals, government agencies, and other service providers.
- Build strong partnerships with local community leaders and healthcare providers to maintain and enhance funding opportunities.

Qualifications/Experience

- Bachelor's degree required. Graduate degree in healthcare administration, business administration (with healthcare focus), public administration, nonprofit management, or other related degree preferred.
- Minimum 7-10 years' experience in health or public administration with progressive experience and supervisory responsibilities.
- Excellent leadership skills including the ability to maintain an organizational climate that attracts, retains, and motivates top quality people, both staff and volunteers.
- Proven high-level experience in management, staff supervision, fiscal management, and fundraising in a nonprofit environment including working effectively with a Board of Directors, staff, and volunteers.
- Ability to work independently and within a team structure.
- Embrace and support the mission of CVIM.

The CVIM Executive Director Search Committee will accept applications until the position is filled. The screening process will begin in mid-March with an anticipated start date of late summer/early Fall. Please email a cover letter and résumé to the following address:

CVIM Executive Director Search Committee Chairperson
mgray@cvim.net

CVIM is an Equal Opportunity Employer