



# Clackamas Volunteers in Medicine Seeks Executive Director

Apply by April 22, 2018

## The Opportunity

Clackamas Volunteers in Medicine (CVIM) is a nonprofit organization dedicated to providing quality healthcare to low-income, uninsured residents of Clackamas County, Oregon. Located in Oregon City, about 10 miles south of Portland, CVIM provides primary care and other health services to the medically underserved, through a team of volunteer providers and health care professionals.

CVIM opened in early 2012 as the first free clinic in Clackamas County. We are small but growing, with five staff and an operating budget of close to \$700,000, of which approximately \$400,000 is comprised of in-kind contributions (volunteer time, medical supplies, and other resources). Our model is the national Volunteers in Medicine program, which focuses on a “culture of caring” and provision of free services to those in need.

The CVIM Board of Directors recently approved a strategic plan to guide the organization from 2018 through 2022. We are seeking an Executive Director (ED) to lead our efforts to build capacity, engage and serve the broader community, and improve the experience and health outcomes of our patients. The Board and staff are excited to welcome the next ED, to lead the organization in its coming phase.

## The Ideal Candidate

CVIM seeks a collaborative leader who is passionate about our mission and prepared to grow a small nonprofit. We are looking for someone with an entrepreneurial spirit, results orientation, and ability to partner with others to leverage resources to support community health care.

### Capabilities and Knowledge

- **Organizational Leadership and Management:** Provides strategic direction to the organization, working collaboratively with the CVIM Board of Directors and others. Plans and ensures effective and efficient management of operations and finances, improving systems and practices as needed. Sets clear expectations for staff, fosters a culture of caring, and builds high performing teams.
- **Medical Clinic Operations:** Understands the role of a free volunteer clinic and, working with the Medical Director and Clinic Manager, ensures that programs and services are compliant with regulations and standards of quality care. Has the ability to understand community health needs, barriers to care, and related trends and best practices.
- **Partnerships and Collaboration:** Takes initiative to build and nurture clinic partnerships, advancing shared priorities for the population CVIM serves. Seeks input from others, and works comfortably with diverse stakeholders in the donor, healthcare, business, and patient communities. Represents CVIM, is a persuasive spokesperson, and increases the visibility of the clinic.
- **Funding and Resource Development:** Builds the case for supporting CVIM and demonstrating its value proposition. Sets fundraising priorities, working with others, and pursues opportunities to raise funds and in-kind resources for the clinic. Promotes a long-term outlook to shape CVIM’s fund development and resource mobilization strategy, to support clinic sustainability and growth.

## Experience and Education

- At least five years of relevant leadership and management experience, with experience (preferred) leading an organization through growth or change
- Experience in public health/clinical/healthcare settings or organizations
- Demonstrated skills in leading, mentoring and supporting staff, and building effective teams
- An understanding of financial planning, management and oversight
- Experience formulating strategies, plans, and priorities, and accomplishing these
- Experience (preferred) in data-driven program evaluation and in effectively leading an outcomes-based program or organization
- Past achievement in raising funds, securing grants and cultivating successful donor relationships
- Excellent communicator, who is an effective public speaker and writes well
- Excellent interpersonal and relationship-building skills, including the ability to effectively engage a wide range of stakeholders and cultures
- Experience working with diverse, low-income, underserved populations, and bilingual/bicultural Spanish (preferred)
- Nonprofit experience (preferred), including working with an engaged Board of Directors.
- Bachelor's or advanced degree in a relevant field

## Compensation

Salary range of \$60,000 to \$72,000, depending on experience, plus competitive benefits. This is a full-time, exempt position.

## How to Apply

Please submit the following **by Sunday, April 22, 2018**:

1. A cover letter that reflects how your experience qualifies you to become the ED of CVIM
2. A complete chronological resume

Send via email as a PDF to [ED4CVIM@clackamasvim.org](mailto:ED4CVIM@clackamasvim.org), attention CVIM Search Committee.

Please put "CVIM ED" in the subject line. Expect an acknowledgement of receipt.

All inquiries will be handled confidentially.

CVIM values diversity and is committed to equal employment opportunity.

For the ED Position Description and to learn more about CVIM, please visit [www.clackamasvim.org](http://www.clackamasvim.org).