



# Clackamas Volunteers in Medicine

## Job Description

**Position Title:** Executive Director  
**Classification:** Exempt, full-time  
**Reports to:** Board of Directors (Co-Chairs)

### Position Summary

Under the direction of the Board of Directors, the Executive Director (ED) provides strategic direction and leadership of Clackamas Volunteers in Medicine (CVIM), ensuring effective management and sustainable quality operations.

### Responsibilities

#### Organizational Leadership and Management

- Participate in annual planning, in collaboration with the Board and committees, and manage CVIM's performance to meet goals and plans
- Manage finances and administration, communications, human resources, and related systems
- Set clear expectations for staff, foster a culture of caring, and build a high performing team
- Support a strong Board of Directors and Board committees; support the recruiting and on-boarding of Board and committee members; ensure that Board committees are adequately staffed
- Participate in the development of the annual budget, oversee management of financial/accounting operations, and ensure appropriate controls and use of funds; liaise with the Board Treasurer, Finance Committee and Accountant on all financial matters
- Represent CVIM in the community, and build and maintain strong community partnerships
- Actively engage and energize CVIM volunteers
- Sign and manage contractual agreements on behalf of CVIM

#### Medical Clinic Operations

- Lead the clinic team – holding regular meetings, work planning and oversight of deliverables
- Support the Medical Director in medical oversight and the Clinic Manager in managing clinic operations, volunteers, programs and services in accordance with regulations and standards of care
- Support the Volunteer Coordinator in building and maintaining a strong volunteer program
- Manage efforts to solicit in-kind donations of medical products for the clinic

#### Funding and Resource Development

- Participate in preparation of an Annual Fund Development Plan, aligned with the Strategic Plan, working with the Board's Fund Development Committee
- Manage fundraising and revenue generating initiatives, working with Board members, staff and volunteers

- Facilitate and participate in donor cultivation activities, working closely with the Board's Fund Development Committee
- Identify grants, sponsorships, and funding sources for clinic
- Manage grants administration, ensure all timelines and reporting deadlines are met, and that the grants tracking spreadsheet is current (showing potential grants, pipeline, and pending)
- Develop major gifts and legacy programs, and strategies for corporate engagement
- Supervise a Grant Writer, VISTA Volunteer, and interns who will:
  - Draft grant proposals
  - Coordinate fundraising events and related logistics/administration, working
  - Enter gift and in-kind donations to the Donor Management System (E-Tap)
  - Develop clinic collateral (annual report, brochures, patient stories)
  - Manage website and social media presence

### Qualifications

- At least five years of relevant leadership and management experience, with experience (preferred) leading an organization through growth or change
- Experience (preferred) in public health or healthcare
- 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 diverse stakeholders
- Experience working with diverse, low-income, underserved populations, and bilingual/bicultural Spanish (preferred)
- Action-oriented, entrepreneurial, adaptable, and innovative
- Nonprofit experience (preferred), including working with an engaged Board of Directors
- Bachelor's or advanced degree in a relevant field

**Board approved update:** March 22, 2018