**GOOD SAMARITAN CLINIC**

**POSITION DESCRIPTION**

**EXECUTIVE DIRECTOR**

**Position Title: Executive Director,**

**Department: Community Impact**

**Supervisor: Board of Directors**

**Position Status: Full time**

**Job Classification: Exempt**

In compliance with the Fair Labor Standards Act, this position is classified as an exempt position and the employee is not eligible for overtime. Some evening and weekend hours may be required.

A nonprofit organization dedicated to providing no-cost healthcare to under-served communities in South Carolina. Currently serving through free health clinics in Columbia, West Columbia, Chapin and Lexington.

As early as 2001, Good Samaritan Clinic began to fill gaps in preventative healthcare services for the under-served in the Columbia, SC metro area. Over the last 20 years, we have grown from [one clinic location to four](https://clini/), serving Lexington and Richland counties.

We provide free medical services to uninsured families and individuals without the resources to access preventative care and education. Access to proper care can be life changing as it impacts everything from family relationships to employment opportunities.

The position is in-office at our Columbia, South Carolina location. Columbia, the capital city of South Carolina, is known for its rich history and vibrant culture. It is in the central part of the state and serves as the political, cultural, and economic hub. The city is home to the University of South Carolina, a major research university, two HBCUs and other colleges. Columbia's cultural scene is diverse, with numerous museums, art galleries, theaters, and music venues. Additionally, Columbia offers a wide range of dining options, reflecting the region's culinary diversity. The city's economy is diverse, with sectors like healthcare, education, manufacturing, and military playing significant roles. Overall, Columbia, South Carolina, is a dynamic city with a blend of history, culture, and modern amenities, making it a unique and lively place to live.

1. **Position Purpose**

The Executive Director provides front line leadership for the ongoing management of the organization in carrying out the vision and mission of Good Samaritan Clinic determined by the Board of Directors. To this end, this position requires leadership skills in organizational management including strategic planning, program delivery and day-to-day operations.

1. **Overall Responsibility and Accountability**

Accountable to and report to the Board of Directors, the Executive Director is responsible for the overall operations, personnel, finances, facilities and administration of GSC.

1. **Responsibilities**

Working with and through others, the Executive Director is responsible for the activities described below.

1. **Administrative**
2. Oversee the recruitment, interviewing, selection, training, discipline and evaluation process for directly supervised staff and key volunteer positions.
3. Administers the clinics under the policies and procedures adopted by the Board of Directors.
4. Regularly assesses the operations of the clinics and makes necessary changes to ensure efficiency and effectiveness.
5. Maintains administrative reports and statistical information for the organization.
6. Provides oversight to the writing of grants and/or those responsible for writing grants, securing funds to assure that GSC has the financial base for existing operations as well as growth.
7. Provides support to the Clinic Directors as they supervise their staff.
8. Other duties are necessary to ensure that the clinic is operating in an efficient and effective manner.
9. **Board Reporting**
10. Attends all meetings of the Board of Directors providing input and direction as needed.
11. Between Board meetings, provides general information and developments to the Chair or other designated member of the Board as needed.
12. Addresses issues concerning policies and procedures, bylaws and governance as needed.
13. Provides executive reports to the Board of Directors.
14. Provides Clinic Directors with information and support so that clinics are operating in line with established goals and objectives expressed by the Board.

**IV. Education and Skills**

1. Bachelor’s degree required, preferably in management, business/public administration, policy, public health, or related field. Advance degree preferred but not required
2. Minimum of 3 – 5 years of substantial senior level experience, including fundraising, strategic planning, organizational growth and development, staff management, and external relations skills, preferably in hospitals or health care setting.
3. Demonstrated supervisory experience as a manager or director in a non-profit setting.
4. Proven ability to work effectively with underrepresented communities.
5. Experience working collaboratively and transparently with a Board of Directors or similar volunteer leadership.
6. Experience with the implementation of comprehensive fundraising plans with evidence of effectiveness in marketing, solicitation of donors, and key performance indicators.
7. Experience with grant writing.
8. Previous financial oversight and budget management responsibility for an organization of comparable size and complexity.
9. Strong computer skills and analytical skills

**V. Knowledge, Skills, and Abilities**

1. Ability to work well in a fast-paced environment with multiple priorities and with attention to accuracy, details, and deadlines.
2. Ability to lead and inspire staff to build an effective team.
3. Excellent verbal and written communication skills; writing samples may be requested.
4. A sense of empathy in supporting patients and their families.
5. Knowledge of public relations and marketing techniques.
6. Knowledge of generally accepted principles of non-profit financial management.
7. Superior interpersonal skills with track record of developing and sustaining strong benefactor relationships with organizations and individuals.
8. Demonstrated responsibility in maintaining strict confidence as it relates to donor relationships as well as the privacy of patients and families.
9. Knowledge of board governance and skill in cultivating board engagement.
10. Knowledge of database management and software used in fundraising.

**VI. Personal Qualifications:**

1. Strong interpersonal skills.
2. Strong in team building with the ability to direct the success of staff and volunteers.
3. Consensus builder, able to build, support and share leadership.
4. High degree of integrity.
5. High energy, positive and great motivator.
6. Ability to exercise sound leadership and judgment.
7. Ability to meet deadlines and quickly establish priorities.
8. Ability to be strategic and “big picture” and at the same time detail oriented.
9. Excellent written and verbal communication skills.
10. Unwavering commitment to quality programs.

**Apply**

Qualified and interested applicants apply to lanemarcia86@gmail.com and provide a letter stating how the candidates experience matches the position requirements, resume, and a list of three references.

Salary Range: $50,000 -$80,000 depending on education and experience.

Candidate must pass a background cheek.