



Executive Director

Executive Director Position Description:

The Conejo Free Clinic (CFC), a non-profit 501c located in Thousand Oaks, CA, is looking for a dynamic and experienced Executive Director (ED). This is an exciting opportunity to lead a well-respected, community-centered organization serving Ventura County and North Los Angeles County and surrounding communities. For over 46 years, the CFC has carried out its mission of providing access to medical care, dental care, legal and advocacy services to low income and under-insured individuals who would otherwise not receive such care and services for free. The clinic prides itself in having the community's best medical doctors, dentists, private practice partners, and attorneys as volunteers dedicated to carrying out the clinic's mission. They are supported by a core group of registered nurses, dental assistants, administrative volunteers and a dedicated Board of Directors.

The ED will lead a staff of 5 highly experienced employees, in addition to coordinating the efforts of our dedicated group of volunteers. This position reports to the Board of Directors. The ED will be responsible for all day-to-day operations of the clinic, as well as shaping the future of the organization through vision, strategy, values, leadership, and collaboration. The ED is the primary face of the clinic, and must be able to cultivate, build, and maintain strong and authentic relationships with a wide range of internal and external partners. The ED should be an experienced leader who has the background and qualities that will permit him or her to achieve excellence in the following areas:

Strategic Plan and Vision

The ED must be a visionary and a passionate leader who inspires and champions the mission among associates, volunteers, members, and community partners. He/She must be able to articulate a compelling vision for what the CFC organization stands for and how it will support and partner with the community. Working with the volunteer board and staff, the ED will promote the vision of the organization energizing and inspiring staff, board members and the community.

Collaborator and Advocate for the CFC Vision throughout the Community

The CFC is expected to be a trusted partner and lead in the growth, expansion and sustainability of programs and services to address community needs. The ED must demonstrate the ability to develop and cultivate relationships with key stakeholders, upholding the highest standards and values of the CFC and leveraging those relationships to enhance support for the mission. The ideal candidate will be an excellent spokesperson and thought leader with the ability to influence and infuse the mission, and values into every aspect of the CFC.

Leadership and Team Building

The ED will demonstrate an engaging, open, positive, and inclusive leadership style and continue to build and maintain a positive culture promoting the values of caring, honesty, respect, and responsibility. The ED must demonstrate a strong commitment to diversity, equity, and inclusion in all aspects of the organization. The ED will identify the competencies and expertise required by the organization to attract, motivate, develop, and retain the talent required to meet the organization's goals. The ED is expected to build strong relationships, leverage their skills and expertise to meet strategic priorities, while also being proactive in building a solid leadership succession plan. The ED will encourage innovation and cross-functional collaboration to lead to superior outcomes in programs, membership growth and retention, and community engagement.

Financial Development and a Culture of Philanthropy

The CFC has a strong culture of financial development. The ED must be able to understand, support, and nurture the philanthropic goals of the clinic. The ED will position the CFC as a charity of choice by instilling confidence, credibility, and trust in the CFC with corporations, and all donors. The ED will work with the Director of Development to ensure strong community relationships, collaborative work with staff and volunteers to maximize funding opportunities and direct the organization on funding priorities.

Fiscal Management

The CFC benefits from a strong financial foundation and expertise of the Finance Committee. The new ED must have budgetary competencies that demonstrate the ability to understand fiscal challenges and complexities and ensure

continuation of the sound fiscal stewardship of the CFC. The ED will evaluate risks/benefits, growth opportunities, specific projects, and financing strategies in developing short- and long-term business plans. He/She will be a strong strategic and critical thinker, and a problem-solver with the ability to make difficult decisions.

SPECIFIC POSITION RESPONSIBILITIES

The ED will be responsible for providing visionary and thoughtful leadership to support the organization's objectives, mission, and vision.

- Ensure ongoing day-to-day operations and logistics for Medical, Dental and Legal clinics in the communities we serve. Understand and maintain quality of finance, administration, fundraising, communications and systems. Work with the board to develop and implement annual goals and strategic plans.
- Actively engage the Conejo Free Clinic's staff, volunteers, board members, event committees, alumni, partnering organizations, and funders.
- Develop, maintain and support a strong staff and Board of Directors, participate in committee meetings, seek and build board involvement. Assist the staff and volunteers as needed to maintain existing operations. Identify and address any resource gaps.
- Ensure effective systems to track progress and measure successes that can be effectively communicated to the board, funders and other constituents.
- Expand local revenue generating and fundraising activities to support existing program operations.
- Deepen and refine all aspects of communications - from web presence to external relations with the goal of creating a stronger awareness in the community.
- Be the principal leader of the clinic's mission and annual operating plan including finance, marketing, grantmaking, infrastructure, legal, as well as board development and engagement.
- Establish, refine, track and report on key performance indicators (KPIs) in support of the clinic's mission and goals for fundraising, program expansion, program efficacy and awareness.
- Lead the development and execution of the annual fundraising calendar, with clear quarterly goals and well-defined outreach and partnership activities.
- Lead the board in its strategic planning and establish objectives based on goals and budget considerations agreed upon by the board.
- Represent the clinic in the community-at-large - at public and private events, grantee events, public hearings, panels, and various other engagements in the region.

Requirements

- Bachelor's degree in the relevant field required. Medical / healthcare background is a plus.
- Experience in a senior leadership role with direct supervision of multiple levels of staff.
- Minimum of 5 years of experience leading a non-profit and/or broad experience in senior management of a nonprofit or in an Ambulatory / Outpatient clinic setting.
- Experience as the face of an organization either as their Executive Director, Marketing Director or Community Affairs Director.
- Proven experience fundraising for a non-profit organization, with a demonstrated ability to collaborate cross-functionally required.
- Knowledge of the communities we serve and a demonstrated ability to develop and strengthen community relationships.
- Ability to develop new programs, review and enhance existing programs and broaden our engagement in the communities in which we serve.
- Demonstrated experience in fiscally sound business and budgetary management including value creation through strategic transactions and/or operational improvements.
- Experience in philanthropy, fundraising, grant writing or other resource development.
- Demonstrated success in building a team by leading, encouraging, attracting, engaging, and developing talented staff.
- Experience in developing strategic partnerships and collaborations for advancing the mission.
- Well-developed interpersonal skills, superb oral and written communication skills, as well as the ability to listen and present ideas clearly and persuasively to diverse audiences.
- Evidence of developing and implementing strategy by being a strategic thinker, planner, and executor, with an inclusive operating style that encourages engagement.
- This is an Exempt, full-time position. The ED must be willing to come into the office 5 days per week.

- Proficient computer skills required.

Visit our website at conejofreeclinic.org

Compensation

The salary for this position is \$70,000 to \$100,000 commensurate with experience. The Conejo Free Clinic offers a flexible work schedule, a generous paid holiday and vacation package, and Fidelity Simple IRA retirement savings plan with matching up to 3%.

How to Apply

Please email your resume to fjbaldino@conejofreeclinic.org