



POSITION ANNOUNCEMENT & LEADERSHIP STATEMENT

EXECUTIVE DIRECTOR

WINSTON-SALEM, NORTH CAROLINA

<http://www.carectr.org/>



The Opportunity | *Community Care Center*

The Community Care Center is North Carolina's largest medical clinic serving uninsured patients and is one of the largest such clinics in the US. The Center was founded in October 2000 by physicians with the Forsyth-Stokes-Davie County Medical Society with Jim Robinson as the founding Executive Director. Having operated under his leadership since that time, the Center seeks to find his replacement for that role.

A volunteer-based, free, non-profit healthcare clinic, the Community Care Center is a 501(C)(3) tax-exempt non-profit corporation that provides health care services and medicines to uninsured patients who don't qualify for federal or private insurance and who have family incomes below 200% of the Federal Poverty Level. The Center believes that every patient, regardless of ability to pay, language, or country of origin, deserves high quality health care delivered with compassion, sensitivity, and respect. This care is delivered by a group of physicians who represent a mix of specialties and handle most cases in-house. The Center operates with the support of hundreds of volunteers, caring individuals who support the mission of the Center to help the whole person and family regardless of their ability to pay. Medical, dental, and non-medical staff donate over 10,000 hours annually to the operation of the Center.

The Center serves 2,500 unduplicated patients and conducts 10,725 patient visits annually. All patients at the clinic are below 200 percent of the federal poverty level; live in Forsyth, Stokes, or Davie County; and are uninsured. Sixteen percent of adults in Forsyth County, where the Center is located, are uninsured, as are another 14 and 15 percent of adults respectively in Stokes and Davie Counties.

The Community | *Winston-Salem, North Carolina*



Winston-Salem's history began in 1753, when the first Moravians in North Carolina settled on 100,000 acres known as the Wachovia Tract. Their vision of creating a self-sufficient community made it a haven for entrepreneurs. Twentieth-century businesses, such as R.J. Reynolds Tobacco and Hanes Co., also shaped Winston-Salem by bringing remarkable wealth to the city and endowing it with an impressive list of institutions and foundations.

Today, Winston-Salem is the fifth largest city in North Carolina and home to six colleges and universities, including Salem College, Wake Forest University, UNC School of the Arts, Forsyth Technical Community College, Piedmont International University and Winston-Salem State University. The city is

frequently ranked as one of the best places to live in the US and enjoys an excellent school system and low cost of living. Visit www.winstonsalem.com for details.

The city continues to build a diverse business base, including leading in nanotechnology research, finance, manufacturing—again reaffirming the city’s tradition of forging boldly ahead. With a strong and unwavering commitment to the arts, excellence in healthcare research and technology, and opportunities for specialized and advanced education, Winston-Salem truly is the City of Arts and Innovation.

The Position | *Executive Director*

The Executive Director of the Community Care Center (the Center) is the chief executive officer of the organization and reports directly to the Center’s Board of Directors. While the Board is tasked with setting policies that govern the organization, the Executive Director is charged with setting and implementing procedures that ensure the mission of the Center is fulfilled. The Executive Director is responsible for the overall administration and organization of the Center, as well as its staff and functions. Specific areas of oversight include financial, human resources, medical directorship, technology, fundraising, and community relations.

The Executive Director is considered the “face” of the Center in the community and is the primary spokesperson in all communications on behalf of the Center. The Executive Director is responsible for:

- securing financial support for the Center through grants as well as individual and corporate contributions,
- effectively planning and managing the Center’s finances,
- successfully managing the Center’s personnel,
- working productively with the Center’s board,
- planning proactively for the Center’s future, and
- working effectively with volunteers in a community organization.

Essential Duties and Responsibilities

- Steward relationships to improve services available to the uninsured
- Build trust and support to advance the programs of the Center
- Attract the resources necessary to ensure ample financial support
- Engage in appropriate fundraising activities to diversify funding sources and ensure long-term sustainability
- Establish, cultivate, and maintain relations with donors, foundations, and community organizations
- Develop and maintain partnerships with area medical providers
- Oversee and manage the daily operations of the Center under Board-adopted policies
- Lead staff toward optimal professionalism, excellence, integrity, and enthusiasm
- Establish standards of excellence for operations
- Oversee evaluation of staff performance to ensure highest levels of outcomes
- Follow industry standard best practices in human resources, financial management and all facets of operation of the Center
- Provide leadership in planning, goals, and assessment of progress
- Serve as liaison with the public and groups related to the Center, its administration and funding

- Ensure compliance with legal requirements and ethical standards
- Serve as liaison between staff, Board, and the community
- Raise the level of visibility of the Center in the community

Qualities and Requirements

The ideal candidate will be an innovative and inspiring leader with proven experience in an executive leadership role. He/she will demonstrate measurable success in leading the development and implementation of programs and initiatives to accomplish the organization's mission. The successful candidate will have the knowledge, skills, characteristics, and passion to ensure continued success and enhance community support and involvement.

- Minimum of four-year degree from an accredited college or university
- Master's degree preferred
- Minimum of five years of experience in upper-level management
- Experience in organizational operation and management within health care or related fields.
- Action-oriented approach to management, focused on results and the ability to react quickly to the unexpected
- Commitment to the mission of the Center
- Experience with strengthening philanthropic connections in the community to include events, campaigns, major gifts
- Experience working with diverse populations, including the Hispanic community
- Knowledge of health care policies and best practices, including awareness of issues related to access for some populations
- Demonstrated ability to assign tasks to staff and volunteers for maximum effect and efficiency
- Results-driven with ability to prioritize and ensure implementation against deadlines
- Ability to communicate in a professional and informative manner, both written and verbally
- Demonstrated ability to build and sustain an effective organization with motivated and competent staff

PROCEDURES FOR CANDIDACY

Capital Development Services has been retained to guide the search for the Community Care Center. Applicants for the position must provide a letter stating how the candidate's experience matches the position requirements, a current resume, and a list of three references. Applications, nominations, and inquiries should be sent to: searchservices@capdev.com OR to [apply here](#).