

Position

Reports to the Board of Directors. The Executive Director (ED) will have overall strategic and operational responsibility for Mustard Seed Community Health's (MSCH) staff, programs, expansion, and execution of its mission, including core programs, operations, and business plans.

Responsibilities

Leadership & Management for sustainability:

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems.
- Actively engage and energize MSCH staff, volunteers, board members, and partnering organizations.
- Support a strong Board of Directors, serving as ex-officio of each committee and building board involvement for organizational sustainability.
- In conjunction with Medical Director, hire, lead, coach, develop, evaluate, and retain MSCH's high-performance team.
- Ensure effective systems to track progress, and regularly evaluate program and administration to measure successes that can be effectively communicated to the board, funders and other constituents.
- Be responsible for compliance with all legal requirements of clinic functions, nonprofit accountability, licenses, and funding agreements.
- Assure fiscal accountability and arrange for audit.
- Directly supervise office manager who is responsible for administrative operations, employee schedules, payroll, financial accounting, equipment maintenance.

Fundraising & Communications:

- Expand local revenue generating and fundraising activities to support current and future programs, in cooperation with the Board of Directors.
- Track donations and show appreciation to retain donors.
- Prepare grant proposals, consulting with Medical Director about MSCH financial needs appropriate for each funding opportunity.
- Plan and implement fundraising events, engaging board and volunteers.
- Assure quality, accuracy, timeliness, and presentation of communications—from web presence to print materials and public presentations—with the goal of creating a stronger brand.
- Develop community and network relationships to garner new opportunities.

Planning & New Business

- Facilitate the strategic business planning process for program expansion locally in collaboration with the Board of Directors and Medical Director.
- Build partnerships and establish relationships with funders and political and community leaders.
- Participate in local, state, and national networks and share MSCH successes as a model for regional and national replication.

Qualifications:

The ED will be thoroughly committed to MSCH's mission. All candidates should have proven leadership, coaching, and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Bachelor's degree or higher, with leadership experience.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Unwavering commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

Competencies:

- Leadership: Proven ability to provide vision and inspiration to team members, develops workable plans, set expectations, monitor delegated activities and provide recognition for results.
- Communication Skills: Clearly and persuasively communicates, including public speaking; listen and seek clarifications; participate in meetings; write clearly and informatively.
- Analytical Skills: Identify and resolve problems in a timely manner. Gather and analyze information skillfully; solicit feedback and use reason when dealing with emotional topics.
- Initiative: Measure self against a standard of excellence. Undertake self-development activities and learn new skills; seek increased responsibilities and ask for and offer help when needed.
- Integrity: Work well in a rapidly changing environment; treat others with respect and consideration; accept responsibility for own actions. Understand business implications of decisions, align work with strategic goals, complete administrative tasks and develop strategies to achieve organizational goals.
- Flexibility: Able to multitask in a changing work environment. Lead challenging demands and unexpected events. Willing to change approach to best fit the situation.

Send resume by **April 30** to:

Attn: Mustard Seed Community Health, P.O. Box 20964 Greensboro NC 27420