



# Watertown Area Cares Clinic

**JOB TITLE: Executive Director**

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**JOB SUMMARY:** The Executive Director is the key management leader of Watertown Area Cares Clinic. The Executive Director is responsible for leading, directing, and coordinating all operations and activities of the Organization in accordance with policies, goals and objectives established by the Board of Directors. The ideal candidate for this 10-hour per week position must be a strategic thinker, with a background in nonprofit management who can work collaboratively with the volunteer care/resource development team.

## **JOB OVERVIEW**

**The following are essential job accountabilities:**

### **Leadership and Planning:**

- Provide leadership in support of the vision and articulate this vision within the organization and externally.
- Participate in organizational strategic planning and annual business planning/budget development.
- Work with staff and Board to develop and implement appropriate action strategies to achieve long and short-term goals.
- Assist with financial development and fund raising
- Assist with the development of the annual report

### **Administration and Finance:**

- Attend Board and Executive Committee meetings
- Have visible presence at WACC when patients are scheduled
- Collaborate with the Board in the development of policies and procedures relating to management of WACC (non-medical aspects)
- Acquire familiarity with computer applications that WACC uses (Meditech)
- Understand “the system,” i.e. the how the hospital functions vis-à-vis the clinic
- Ensure and coordinate appropriate maintenance of WACC facilities and equipment.

- Work with Board Treasurer on appropriate budget planning and financial monitoring mechanisms, collaborating with Board and staff to facilitate effective program management.
- Maintain currency as to managing and directing a grant-funded, non-profit organization.
- Prepare supporting materials for Board meetings and ongoing operational functions.
- Work with staff and volunteers to maintain an annual calendar identifying all critical organization activities, events, and dates.
- Facilitate the maintenance of a patient database capable of tracking the clinic's patients.
- Oversee Patient Assistance Program coordinator and assist when needed.
- Supervise and manage delivery of patient services by volunteers during clinic hours.
- Work with Volunteer Coordinators to assure adequate clinic staffing, both volunteer and paid.
- Oversee all purchasing, expenditures, paying bills, etc.

**Human Resource Management:**

- Maintain effective communication with all clinic personnel
- Update annual volunteer protection agreement with State of WI
- Verify licenses for all medical personnel
- Collaborate with Volunteer Coordinators to facilitate volunteer staff recruitment, orientation, training and development, and assist in the planning of annual volunteer recognition activities.
- Conduct regularly scheduled staff meetings.

**Communications and Community Relations:**

- Work with Fund Development/PR team to collaborate with other organizations and act as representative for WACC (liaison with these organizations)
- Connect with national organizations, possibly attend conferences, etc.
- Participate in public functions and fund-raising events for WACC.
- Liaison with YMCA and WRMC to represent WACC
- Have visible presence within the community
- Work with Fund Development to obtain grants and resources in support of WACC
- Obtain, document, and distribute mail to respective partners, daily

**Preferred Experience:**

- Background in community and/or health services.
- Minimum of five years in current field with supervisory skills.

- Experience working with teams, in an interdisciplinary and diverse workplace; and with volunteer Boards and groups.
- Demonstrate abilities in public speaking, written and oral communication, and interpersonal skills.
- Fiscal management, including budget administration related to business operations.
- Program development, management, evaluation and quality monitoring and improvement experience.
- Computer competency.
- Previous medical experience in providing care for the underserved required.

**Physical/Environment Requirements:**

**ADA ESSENTIAL ELEMENTS**

- Critical thinking
- Ability to review both broad and detailed information coming to relevant conclusions
- Ability to conceptualize
- Ability to analyze
- Ability to identify both short and long term goals
- Ability to utilize communication tools, such as, but not limited to: computer, telephone, voice mail and fax

**ADA QUALIFICATIONS**

- Ability to write and speak effectively
- Understanding of English language written and spoken
- Ability to hear with or without accommodation
- Ability to use fingers for dexterity functions
- Ability to work at a computer for extended time periods
- Ability to walk, use stairs or elevators
- Ability to travel to various locations within the work day

**REPORTS TO:** Board of Directors

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities and skills required for the position.

Please send cover letter and resume to:  
**Carol Quest at [cquest@ci.watertown.wi.us](mailto:cquest@ci.watertown.wi.us)**  
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