

Executive Director-Health and Hope Clinic
1718 E. Olive Rd.
Pensacola, FL 32514

The Health and Hope Clinic (HHC) seeks a motivated, energetic person for the position of Executive Director. HHC is a non-profit organization that provides free Gospel centered healthcare to the uninsured and underserved in Escambia County, FL. This position is responsible for the successful operation of the clinic with a heavy emphasis on fundraising, community partnerships and team leadership. Annual compensation range is \$55,000-\$60,000, commensurate with experience.

Primary responsibilities:

Fund Raising/Resource Development:

- Annual operating budget of \$255,000 and \$1.8M of in-kind inventory.
- Develop relationships/partnerships in the community and with healthcare leaders to establish strategic alliances for future programs and funding and to coordinate health and wellness opportunities/events.
- Cultivate new donors and maintain affiliations with approximately 110 donors.
- Prepare and submit requests for funding to local governments, churches, and civic organizations. Make presentations as appropriate. Identify funding and/or grant opportunities through private foundations, corporations and individuals, and ensure the submission of requests for funding where appropriate.
- Coordinate fundraising events.

Program Administration

- Oversee the operations of the clinic to ensure all aspects of patient care are administered efficiently and effectively.

Team Leadership

- Provide leadership and direction to the Clinic Director and Clinic Manager.
- With the help of the Clinic Director and Clinic Manager, provide direction and leadership to 89 volunteer medical providers and over 152 general volunteers.

Fiscal Management Oversight

- Budget development, spending decisions, promote fiscal transparency and integrity.

Public Relations

- Assess public relations needs of the agency and develop appropriate action plan.
- Oversee the development of an agency newsletter, dynamic website and social media campaign.

Information management oversight

Risk Management and Regulatory Compliance Liaison to the Board of Directors

Qualifications:

- Four-year college degree or equivalent work experience required.
- Previous experience in non-profit administration, fundraising and human services highly recommended.
- Must demonstrate a growing relationship with Jesus Christ; articulate an understanding of Gospel centered health care; hold to orthodox Christian beliefs.

Please send all resumes and inquiries to Anna Causey, Board Vice Chair, at anna@healthandhopeclinic.org.