

Job Title: Director of Operations and Outreach
Organization: Good Neighbor Free Medical Clinic of Beaufort (nonprofit, free clinic)
Reports to: Board Chair
Salary Range: \$35,000 - \$45,000 (30 hours a week with flexible scheduling)

POSITION SUMMARY:

- As chief non-medical officer, works with considerable independence
- Plans, organizes and directs effective nonmedical management of the organization
- Responsible for financial and administrative management of the organization
- Responsible for community outreach and maintaining positive, continuing relationships with funding sources, collaborating service partners, faith communities, and human services agencies
- Responsible for managing effective fundraising and maintaining positive donor relations
- Responsible for managing effective grant writing and accurate reporting
- Keep Board of Directors informed on a regular basis regarding operations and needs; makes recommendations to Board for additional policies and procedures
- Maintains all business licenses, registrations, certificates, annual membership fees, insurance policies, and building Lease in good standing and current
- Maintains compliance with all non-medical policies of organization

SKILLS/ABILITIES/KNOWLEDGE:

- Leadership in developing and implementing programs
- Experience and success working with Board of Directors, staff, volunteers, collaborating partners and supporters from diverse backgrounds
- Skill in partnership building, networking and maintaining positive relationships
- Experience and success in community outreach and public relations
- Strong critical thinking skills and good judgment
- Experience maintaining financial records and documents
- Experience developing effective strategic plans
- Excellent written and oral communication skills

FINANCIAL MANAGEMENT:

- Accountability for managing deposits, payment of expenses, and managing operations to budget
- Maintenance of financial records and documents
- Accountability for grant funding and donations; and compliance with grant and funding requirements
- Security control in receipt and management of funds
- Provides documentation to Treasurer and independent accountant to achieve accurate and timely monthly financials, payroll, annual financial review and IRS Form 990 submission
- Collaborates with Clinical Director and Treasurer to prepare budgets for Board consideration

EDUCATION:

- 4-year college degree required; higher degree preferred
- Nonprofit leadership preferred