



The Executive Director is the key management leader of Samaritan Health Ministries. The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing and community outreach.

**REQUIRED EXPERIENCE:**

Demonstrated experience building effective, strong relationships with community organizations and leaders as well as coordinating relationships between the community, potential providers, dentists and volunteers. Demonstrated ability to interact effectively with people at all levels of the organization. Excellent verbal and written communication and the ability to plan and organize multiple work tasks as well as excellent interpersonal communication skills are essential. Proven record of recruiting and maintaining medical personnel. Previous experience with non-profit organizations.

**REQUIRED EDUCATION:**

A bachelor's degree

Transparent and high integrity leadership

Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting

Strong organizational abilities including planning, delegating, program development and task facilitation

Ability to convey a vision of Samaritan Health Ministries' strategic future to staff, board, volunteers and donors

Knowledge of fundraising strategies and donor relations unique to nonprofit sector

Skills to collaborate with and motivate board members and other volunteers

Strong written and oral communication skills

Ability to interface and engage diverse volunteer and donor groups

Demonstrated ability to oversee and collaborate with staff

Strong public speaking ability

**GENERAL RESPONSIBILITIES:**

1) Board Governance: Works with board in order to fulfill the organization mission.

- Responsible for leading the Samaritan Health Ministries' in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of Samaritan Health Ministries to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization with input from Board Treasurer.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support Samaritan Health Ministries' mission.

3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of Samaritan Health Ministries' programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that Samaritan Health Ministries can successfully fulfill its Mission into the future.
- Responsible for the enhancement of Samaritan Health Ministries' image by being active and visible in the community and by working closely with other professional, civic and private organizations.

4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible effective administration of Samaritan Health Ministries' operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

### **ESSENTIAL FUNCTIONS:**

The following functions describe the essential duties of this role. Individuals in this role may not perform all these duties, or may perform additional, related duties not listed here.

1. Planning and operation of annual budget.
2. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
3. Serving as Samaritan Health Ministries primary spokesperson to the organization's constituents, the media and the general public.
4. Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance Samaritan Health Ministries Mission.
5. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Foundation throughout the State.
6. Supervise, collaborate with organization staff.
7. Strategic planning and implementation.
8. Oversee organization Board and committee meetings.
9. Oversee marketing and other communications efforts.
10. Review and approve contracts for services.
11. Other duties as assigned by the Board of Directors.