



# Medworks

UNCONDITIONAL CARE

## Immediate Opening Executive Director

Established in 2009 as a nonprofit organization, Medworks delivers free healthcare to Ohio's uninsured and underinsured population. Medworks achieves this through its mobile medical, dental and vision clinics, which provide 100% free, unconditional care in locations throughout Northeast Ohio. Doctors, dentists, eye specialists, technicians, social workers, nurses, general healthcare providers and community volunteers donate their time to provide free healthcare services delivered in local clinic settings.

**POSITION TITLE** Executive Director

**POSTING DATE** January 6, 2017 Applications accepted until the position is filled

**SUPERVISED BY** Board of Directors

**STATUS** Full-time, exempt position requiring evening and weekend work

### SUMMARY

Medworks seeks a passionate, dedicated Executive Director to help take our organization to the next level of operation and impact. The ideal candidate has a deep commitment to our mission of providing unconditional care for people in need. This person serves as the primary leader, strategist, and champion of Medworks in the community. In addition, the Executive Director is an exceptional manager of a strong, healthy, and engaged organization, leading a talented staff and a dedicated group of 3,100 volunteers.

### RESPONSIBILITIES

- Collaborate with board, staff, partners, and volunteers to create and execute a strategic plan for programs, events, engagement, and advocacy.
- Oversee programs and ensure activities are delivered with exceptional quality, make a meaningful difference, and continuously improve.
- Lead development and revenue-generation efforts to expand fundraising, diversify funding sources, and cultivate major donor relationships.
- Represent Medworks with public, foundation, corporate, and individual donors.
- Be a credible and compelling voice in advocating for Medworks' mission and patients.
- Create and strengthen relationships with partners and community leaders.
- Collaborate with board to ensure board and committee leadership is equipped to deliver on strategic priorities.
- Manage a strong, healthy, and financially sound organization.
- Engage staff and cultivate a culture where everyone is able to deliver their best work and feel great about their contribution.
- Foster an inclusive, warm, and welcoming environment where staff, board, volunteers, stakeholders, and patients can feel respected, valued, and connected.

## **Medworks Executive Director, page 2 of 2**

### **QUALIFICATIONS**

Bachelor's degree required (advanced degree preferred) with 7-10 years of demonstrated success in non-profit or business leadership. In addition:

- Commitment to and knowledge of healthcare and best practices to support people in need in the Cleveland area.
- Connections within Cleveland's healthcare, civic, and philanthropic communities.
- Fiscal management experience, including developing and managing budgets.
- Successful track record in development and fundraising.
- Excellent writing, communication and collaboration skills.
- Experience working effectively in an entrepreneurial, team environment.
- An entrepreneurial mindset and a roll-up-the-sleeves work ethic.

### **COMPENSATION**

Medworks offers competitive compensation to the right candidate.

**FORWARD COVER LETTER, RESUME and SALARY REQUIREMENTS**

to

[Recruiting@Medworksusa.org](mailto:Recruiting@Medworksusa.org)

[www.Medworksusa.org](http://www.Medworksusa.org)

Medworks is an Equal Opportunity Employer