



## MEMORANDUM

**FROM:** Jim Beall  
**DATE:** 10/23/06  
**RE:** Search for Executive Director

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Friends,

I have been working with a community care center which provides medical and dental services to the uninsured and financial disadvantaged in Hendricks County. They are trying to hire an executive director. I am leading the search for this individual and I am hoping that you may know or have connection with the person who might be the right fit to lead this ministry. This is a paid position with leadership of approximately 100 staff and volunteer professionals. I have included an overview of the center and a brief job description of the position. If you know of someone who might fit this position or have connection with another organization which might have contact with a potential candidate, please forward this notice. They can learn more about this position and the objectives of this ministry by logging on to [www.ThePathConsultingGroup.com](http://www.ThePathConsultingGroup.com) and going to the career center.

### **Overview**

The center was born from the vision of several believers that they must respond to God's command to serve those less fortunate and to meet people at their point of need. A staff of volunteer physicians, dentists, and counselors address basic, acute medical and dental needs for the uninsured, underserved and medically indigent in our community. The center was created to reduce the physical, emotional and financial burdens for the medically underserved in our area.

Their mission is extending the love of Jesus Christ through satisfying the physical, spiritual, and emotional needs of each person. The Church is an integral part of God's plan for reaching the needs of the community. The center supports this by providing much needed services to the uninsured and underserved.

Patients are charged a fee ranging from five to fifteen dollars for their treatment. A proof of income form must be completed prior to treatment. In this way, priority is given to those with the most financial difficulty and most urgent medical need.

They endeavor to provide care in an environment of respect, professionalism, compassion, and consistency. Their goal is to reach a substantial percentage of the 10,000 financially disadvantaged families in our immediate community. Initially this is through medical, dental, and spiritual and/or personal counseling services. Ultimately, they plan to offer a wide array of professional services to support the personal and professional needs of members in our community.



## **COMMUNITY CARE CENTER - EXECUTIVE DIRECTOR**

### **JOB DESCRIPTION**

#### **Executive Director - Overview**

The Executive Director will administer policies, operations, and financial affairs of the care center. The ED will work closely with the Board of Directors and committees in their pursuit of the organizational mission. Key skills and characteristics of the ED include:

- Demonstrated knowledge of business management
- Strong financial and strategic planning skills
- Proven ability to drive a consensus process to effect continued organizational improvement
- Possesses exceptional interpersonal skills, has an open, honest and objective manner
- Has an impeccable reputation of integrity, credibility; possesses a management style that builds trusting relationships
- Brings a hands-on approach to management with the ability to focus on details, as well as see the big picture

#### **Principal Duties**

The ED is responsible for the following activities:

- Develop and maintain a fund raising pipeline sufficient of exceeding center's short and long-term business plans
- Develop, deploy and manage a quality program that ensures safe efficient delivery of service with high client and staff satisfaction
- Develop an effective committee structure that provides leadership and execution to the areas of Fund Raising, Volunteer Recruitment and Quality Assurance.
- Develop and manage the effective lines of service and delivery

#### **Requirements**

Bachelor's degree in business, preferably with an MBA. Ten years of progressive association or non-profit organizational experience. Ability to effectively communicate with high level corporate donors and volunteer staff at varying professional levels. Must be a member of a bible believing Christian church.