

**POSITION PROFILE:**  
**Chief Executive Officer,**  
**Rhode Island Free Clinic**

November 2021

Interested candidates can submit interest to: [careers@rifreeclinic.org](mailto:careers@rifreeclinic.org)

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## THE ORGANIZATION

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FOUNDED: 1999  
LOCATION: Providence, Rhode Island  
WEBSITE: <https://www.rifreeclinic.org>  
TITLE: Chief Executive Officer  
REPORTS TO: Rhode Island Free Clinic Board of Directors  
DATE: November 2021

## RHODE ISLAND FREE CLINIC (RIFC) OVERVIEW

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The Rhode Island Free Clinic is a nationally recognized, award-winning free clinic that provides a medical home for uninsured, working poor, and low-income adult Rhode Island residents. Patients receive free comprehensive health care, including dental, behavioral health, physical therapy and over 20 different medical specialties.

The Clinic provides nearly 11,000 on-site visits to over 2,600 patients annually at its location in downtown Providence. The healthcare team consists of a high-impact professional staff and a statewide network of volunteer medical professionals. Working with academic, medical, and community partners, the Clinic benefits from services and support provided by over 1,000 volunteers and corporate partners and leverages the equivalent of over \$6.5 million in donated health services and medical supplies to provide vital medical care to Rhode Island's uninsured, low-income adults. A highly engaged Board of Directors provides active support, with professional affiliations with many of the areas' premier healthcare institutions and brands, including Delta Dental, LifeSpan, CVS Health, and Blue Cross Blue Shield of Rhode Island.

Unlike a walk-in clinic, urgent care clinic, or emergency room, the Clinic provides a comprehensive medical home with coordinated health services comprised of primary care, labs and diagnostics, specialty care, prescription medications, follow-up visits, counseling, and wellness programs to help uninsured adults get and stay healthy.

In addition, the Clinic plays a strategic role in the education of local healthcare professionals, proudly providing over 5,000 hours of clinical experience for students in healthcare fields. Through collaborations with leading local academic and training partners – including Brown University, University of Rhode Island, Bryant University, and others – the Clinic enables real-world mentorship and hands-on experience and skills for graduation, certification, and licensure.

The Clinic was established in 1999 to serve a vulnerable population of Rhode Islanders; today, the Clinic is thriving with expanded offerings to provide a broad spectrum of healthcare services, and a larger physical space to provide care for an increased patient volume.

The Rhode Island Free Clinic is a proud member of the National Association of Free & Charitable Clinics (NAFC), and one of over 1,200 free and charitable clinics located throughout the United States.

## POSITION SUMMARY

**Chief Executive Officer:** Under the oversight of the Rhode Island Free Clinic (Clinic) Board of Directors, the Chief Executive Officer (CEO) provides leadership to advance the mission of the organization in all facets of Clinic operations, management, and development. These areas include financial, administrative, donor cultivation, fundraising, revenue opportunities, partner and grant development, staff and volunteer supervision, regulatory and legal compliance, policy development and implementation, and advocacy. With the Board, the CEO is responsible to lead the Clinic, its volunteers, donors, and staff, in the expansion of a high-quality sustainable volunteer model of healthcare delivery for the uninsured through innovative and collaborative strategies and partnerships. The CEO reports directly to the Clinic's Board of Directors.

## RESPONSIBILITIES

### **Principal Duties and Responsibilities:**

- Displays integrity, respect, accountability, and fairness in all relationships. Consistently strives for excellence in improving the health status of people of Rhode Island through the provision of culturally sensitive, accessible, and quality healthcare services.
- Manages organizational change and transition to advance the Clinic's impact with results-driven outcomes.
- Promotes a spirit of excellence, teamwork and professionalism among the Clinic staff and team of volunteers, students and partners.

### **Administration/Finance:**

- Directs all financial administration, contracts, and related partnerships, including development of viable and on-going revenue streams, expense oversight, annual operating and capital budgets and audit. Overall, works to build a sustainable financial model for funding.
- Displays leadership in promoting organizational integrity, systems management, program evaluation, accountability, effective communication and reporting throughout the organization. Is knowledgeable about local, state, and federal trends to remain current with healthcare, financial, economic, and political trends that may influence the direction and future success of the Clinic.
- Recruits, hires, supervises, and evaluates clinical and administrative management staff ensuring that managers have appropriate credentialing and experience to effectively carry out the duties of their respective areas.
- Develops and oversees all organizational and clinical operating policies and procedures in compliance with state and federal regulations. This includes areas of personnel, licensure, liability, and others as appropriate. Oversees development and implementation of corporate compliance. Serves as Privacy Officer for the organization.

**Donor Cultivation/Fundraising/Revenue Opportunities:**

- The CEO proactively seeks diverse major revenue opportunities for the Clinic to ensure sustainable funding streams.
- Working with Development, actively and regularly participates in the cultivation and stewardship of major donors, private foundations, and corporate foundations, including preparation of proposals, grants and reports. Actively builds new partnerships.
- Oversees the work of Development to ensure effective and successful fundraising and public relations programs are created, implemented, monitored, and evaluated.

**Board Relations:**

- Collaborates with the board leadership to ensure a strong, effective Board of Directors and working Committees. Partners with Board Chair to focus Board attention on strategic issues. Maintains strong and regular communication that enables the Board to fulfill their role of governance and oversight. Provides the Board with continuous education and information about the needs of the organization, its environment, and patients.
- Provides guidance and input in the development of strategic and financial plans and board policies. In collaboration with the Board of Directors and other relevant constituencies, develops long-range strategic and operational plans that ensure continued growth, development, and sustainability of the organization, in accordance with the Clinic's mission.
- Recommends high quality candidates to participate on the Board and its Committees.

**Community Relations:**

- Serves as the Clinic's chief spokesperson, and advocates for the healthcare needs of the underserved with local, state, and federal agencies and organizations.
- Communicates the mission of the organization to the community-at-large. Creates opportunities to inform audiences of the need for the organization and the important role it plays in Rhode Island's healthcare system.
- Develops and maintains a strong network of relationships with appropriate local and state agencies and organizations to build collaborations that further the mission of the organization among a wide variety of constituencies.
- Advances the Clinic's marketing and social media platforms.

## QUALIFICATIONS

### **Requirements and Key Competencies:**

- Graduate Degree in health-related field, administration, or community development/relations required, with a deep understanding of clinical needs to support access and delivery of patient care.
- Ability to think and act strategically, working in close collaboration with the Clinic Board.
- Interest in, and knowledge of, the Rhode Island community (business, political, governmental, academic), with strong desire to improve healthcare programs for the underserved.
- Ability to engage staff, volunteers, community partners and potential donors with Clinic's mission and to the volunteer donor-driven model, influencing strategic partnerships and donor support to position Clinic for growth.
- Act with accountability, integrity, and collaboration; demonstrate excellent communication and managerial skills, championing of the Clinic vision, and energetic tenacity.

### **Experience:**

- Minimum of 8 - 10 years of senior leadership experience in a not-for-profit or business/management organization, building high-performing teams.
- Demonstrated leadership in the areas of administration, finance, strategic planning, supervision, regulation, compliance, policy development and implementation, grants management and advocacy.
- Experience building strong multi-year corporate, philanthropic, and academic collaborations.
- Able to lead donor cultivation, partnership development and fundraising.

A compensation package will be constructed commensurate with the background and experience of the selected candidate.

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