



## Executive Director Position Profile

March 2023

Bread of Healing Clinic (BOHC) is a free, neighborhood-based medical clinic designed to serve low-income, uninsured adults with chronic health conditions who experience barriers to accessing ongoing health care. The Bread of Healing Clinic believes that health care is an issue of faith, an issue of social justice, and an issue of wellness for all people. The staff is committed to achieving health, which also involves the spiritual health of the patient. A volunteer team approach provides the care of a primary physician, nurse, educators, pharmacist, respiratory therapy, physical therapy, optometry, several medical specialists, medications, and lab services at three locations in Milwaukee.

In addition to serving as a medical home for our patients, the Bread of Healing Clinic also: provides dental and eye care; provides mental and behavioral health services; offers the Med Share program that collaborates with other free clinics in the Milwaukee area to increase access to medication and lower the costs of those medications to the patients of these free clinics; provides the Health Resource Center that guides uninsured patients for their social service and medical care coordination needs - this includes assistance with insurance, finding and/or scheduling a healthcare provider and many more life situations; serves as the fiscal and coordinating agent for the Free and Community Clinic Collaborative (FC3) where issues and concerns are shared, funds are raised, and patients are advocated for; educates medical students and residents in healthcare economics and disparities in healthcare because of race, class, gender, and/or economic status; and embraces spirituality's role in healing. At The Bread of Healing Clinic, we commit ourselves to respect, love, and learn from the people we serve, believing that the atmosphere we create reflects Jesus' healing ministry. What the Clinic does embodies our *core values of Love, Healing, Humility, Inclusion, Social Justice, Education and Prayer*.

Under the direction of the Bread of Healing Clinic Board of Directors, and in partnership with the Medical Director, the Executive Director is the key administrative and operational leader of the Bread of Healing Clinic. The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization. The Executive Director is responsible for overall management of the Bread of Healing Clinic's three locations, Cross Lutheran, Eastbrook, and Florist Avenue.

Please visit <http://www.breadofhealingclinic.org/> to learn more.

### Overall Responsibilities

#### **Fund Development:**

- Lead fundraising efforts as well as ongoing donor stewardship.
- Support grants, increase/cultivate individual donors, expand fundraising strategies with the Board, build relationships with funders.
- Maintain donor database, ensure data systems and surveys are complete.
- Help to identify and develop fundraising events with the Board.
- Maintain relationship with United Way, coordinate with program managers and directors to speak to corporations during the United Way campaign.
- Oversee and maintain databases, statistics, and annual United Way survey collection.



#### **Operations and Facilities:**

- Manage staff responsible for administrative functions for BOHC.
- Oversee all aspects of physical spaces and facilities.
- Ensure data systems and surveys are complete.
- Oversee vendors, auditors, insurance policies for clinic/building, maintain licenses for clinics/state malpractice insurance coverage for licensed health providers.
- In conjunction with the clinic coordinators, provide day-to-day supply, space, and facility management of the three (3) clinics.



#### **Accounting, Finance, Payroll and Human Resources:**

- Review and approve invoices, bills, expenses, etc. with accountant.
- Supervise accounting and human resources staff, firms, and/or consultants.
- Conduct official organizational correspondence and legal documents with the Board.
- Ensure compliance with federal/state/local regulations, maintain official documents.
- Maintain Human Resources records and job descriptions.

**Shared Responsibilities - Conducted in partnership with the Medical Director:****Supervision and Staffing:**

- Oversee, hire, train, support or release non-healthcare aspects of Community Medshare, primary care, dental, nursing, and social work services, and behavioral healthcare (19 staff in total).
- Coordinate all director and senior level staff reviews including the accountant.
- Guide BOHC programs, maintain values.
- Ensure cultural competency of staff and volunteers.

**Financial Oversight:**

- Review and approve payroll and invoices/bills, review monthly financial statements, etc.
- Create and maintain a healthy annual budget.

**Board of Directors:**

- Staff board committees, assist board with meetings, strategic planning, communicate regularly.
- Work closely with the Board HR committee on personnel issues.

**Community Engagement:**

- Build relationships with health/ neighborhood partners, increase communication strategies.
- Along with Medical Director and program staff, represent the clinic at community events with program partners, meetings, health fairs, and other outreach events.

**Qualifications and Experiences**

- Understanding of, and commitment to, serving vulnerable populations with respect and dignity.
- Proven experience with resource and revenue development.
- Experience with partnership development and capacity-building.
- Demonstrated ability to supervise and collaborate with staff.
- Solid budget management skills, including budget preparation, analysis, decision making and reporting.
- Deep understanding of the current contexts and trends in healthcare delivery.
- Strong Organizational leadership abilities including planning, delegating, program development and task facilitation.
- Ability to convey a vision of BOHC's strategic future to staff, board, volunteers, and donors.
- Demonstration of cultural humility and cultural competency.
- At least five years senior-level management leadership experience.

## Instructions for Applicants

Please email all items below, combined into one document, to [BOHC@leadingtransitions.com](mailto:BOHC@leadingtransitions.com) no later than **1:00 p.m. CT March 30, 2023**: Letter of interest describing your qualifications for this position and your interest in The Bread of Healing Clinic's mission, addressed to: Mindy Lubar Price, Leading Transitions LLC; A detailed and updated résumé; and the names of, your relationship to, and contact information for, three professional references.

- References will not be contacted until a candidate has been notified.
- Offers of employment are contingent upon clear results of thorough background and reference checks.
- All inquiries and interactions with potential candidates are kept in strict confidence.
- BOHC is not able to offer health insurance benefits but is proud to offer a dynamic and fulfilling setting to serve and be nurtured.
- BOHC observes and pays eligible employees for (9) Holidays.
- BOHC provides PTO intended to provide flexible paid time off that may be used for such needs as vacation, sickness, personal, or family illness, doctor appointments, school, volunteering, and/ or other activities.
- The salary range for this Executive Director position begins at \$80K, annually.
- This position will remain open until it is filled.

*"Cast Your Bread Upon The Waters,  
For You Will Find It After Many Days"  
Ecclesiastes*

*Leading Transitions is committed to the vitality of mission-based, nonprofit, philanthropic and community-centered efforts and organizations, and their leaders. The firm's inclusive practices provide the flexibility and creativity necessary to adapt to the intricacies and dynamics of any community. We believe that periods of change are transformational and bring great new opportunities.*

