



Executive Director Position

Job Type:

Director

Agency:

St. Benedict Health and Healing Ministry

Job posted on:

2 January 2018

Job starts on:

1 June 2018

Contact Name:

Sally Bowersox, Executive Director

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Please email cover letter and CV to:

sally@sbhbm.org

Address:

P.O. Box 325, Louisville, CO 80027 Note: clinic sites – Boulder County

Website:

Sbhbm.org

General Information:

St. Benedict Health and Healing Ministry (SBHBM) is a Diocesan Institution of the Episcopal Diocese in Colorado, and as such a Colorado non-profit 501(c)(3) organization, and a Jubilee Ministry of the National Episcopal Church. We seek to bring people together who share a common vision of local mission and outreach. We provide no cost basic health care to the medically underserved and underinsured adults in Boulder County. Our Free Clinics are staffed by volunteer physicians, nurse practitioners, registered nurses and physical therapists. Our focus includes: basic triage, blood pressure screening, diabetes screening, wound care, foot care, men's and women's health screening, preventative health care education, connection to a medical home (local clinic), connection to Dental Aid, transportation assistance to medical/dental appointments, advocacy, and referral to local health care services as indicated. Although SBHBM is a faith based organization, we are completely non-denominational in our outreach. All services are at no cost. All are welcome.

Desired Skills & Experience:

Passion for those who do not have adequate health care coverage. A desire to alleviate suffering and promote healing through compassion, dignity, trust and relationship.

Must have excellent communication skills and able to demonstrate positive leadership while empowering fellow employees, board members and volunteers.
Willingness to be in relationship with the Episcopal Diocese of Colorado and the Ecclesiastical Authority.
It is not a requirement that the Executive Director be an Episcopalian nor, necessarily, a person connected with a specific religious nor philosophical belief system.
It is helpful if the Executive Director is a person of faith.
Preference to commit a minimum of 5 years in this position.
Preference for either a medical background and/or management background.
Bachelor degree required, Master's degree preferred.

General Job Description:

- ❖ Representing St. Benedict Health and Healing Ministry (SBHHM) in the community, to donors and with other key stakeholders.
- ❖ Promoting a faith based, compelling, and inspiring image of SBHHM in the community through speaking engagements, public relations efforts and other events.
- ❖ Forging strategic alliances with other health care and related agencies that care for the poor, the lost and forgotten.
- ❖ Cultivating existing and new donors.
- ❖ Focus on fundraising and resource development. Assist Fundraising Committee chairperson in developing fundraising plan.
- ❖ Working with the board to develop budgets that are comprehensive, realistic and effective in meeting goals. This may involve three working budgets: goal budget, projected for the current year, and actual.
- ❖ In collaboration with the treasurer and bookkeeper, managing the budget and finances of SBHHM, exercising fiscal control and adhering to board-adopted financial reporting requirements and guidelines for non-profits.
- ❖ Keeping the board of directors informed on financial, programmatic and other matters related to SBHHM strategic plan.
- ❖ Attending all regular board meeting and Executive Committee meetings as well as the annual strategic planning meeting.
- ❖ Working with the Board President to ensure that volunteers, staff and board members work in concert to achieve the goals set forth in SBHHM strategic plan.
- ❖ Ensuring that sound programs are created, developed, implemented and evaluated in alignment with SBHHM strategic plan.
- ❖ Recruiting, hiring, developing and managing board members, volunteers, and staff for SBHHM, including conducting performance reviews and if relevant, recommending promotions/salary increases to the board.
- ❖ Providing direction to the board, volunteers and staff to ensure achievement of SBHHM goals.
- ❖ Ensuring SBHHM equipment is adequate and operational.
- ❖ Reports to the board of directors and the Bishop of the Episcopal Diocese of Colorado.
- ❖ The position is full time with competitive compensation based on experience, with benefit package.

