ANN SILVERMAN COMMUNITY HEALTH CLINIC
Caring for the Community

EXECUTIVE DIRECTOR POSITION DESCRIPTION

The **EXECUTIVE DIRECTOR** of the Ann Silverman Community Health Clinic (ASCHC) provides innovative leadership, administrative and financial management, strategic planning, donor cultivation and stewardship, program development and organizational oversight to fulfill the ASCHC's mission.

Reporting to the Board of Directors (and directly to the Board Chair), the Executive Director plans, directs, implements, evaluates and continually improves the organization to provide integrated medical, dental and behavioral health care services to low-income, uninsured patients and families from Bucks County who use the clinic as their medical home. The Executive Director will ensure the implementation of ASCHC's mission and vision, effective operational and fiscal stewardship, effective community engagement.

JOB CRITERIA AND PERFORMANCE STANDARDS:

1. Provide executive leadership, management and development of programs and staff/volunteers to deliver reliable, well-coordinated, family-centered health care services to the underserved community in Bucks County, PA.
2. Direct fiscal operations to ensure financial stability and long-term sustainability of ASCHC with Board oversight and guidance.
3. Serve as an integral participant in the Board-led strategic planning process to fulfill the clinic's mission and the community it serves.
4. Drive fundraising programs in the cultivation and stewardship of donors and grantors. This includes grant writing, major donor cultivation, annual appeal development and execution, sponsorships, special events leadership, and community partnerships.
5. Serve as the key liaison with the ASCHC Board of Directors and Penn Medicine - Doylestown Health leadership.
6. Serves as the Spokesperson for ASCHC and the community at-large

QUALIFICATIONS:

Education: Bachelor's degree required with a clinical, health administration or public health graduate degree preferred.
Experience: At least seven years of progressively responsible leadership experience in nonprofit healthcare, including staff management, financial oversight, and fundraising.

Essential Skills

1. Excellent executive management skills
2. Excellent communication and interpersonal skills
3. Highly skilled in public speaking
4. Experienced with fundraising, grant writing and donor relations and stewardship
5. Experienced in navigating complex institutional and stakeholder relationships for mutual success
6. An advocate for all members of our community in need of access to medical, dental and behavioral health services

To submit your resume and a Letter of Interest, please contact Paul Edgerton, paul_edgerton@comcast.net

.