

Executive Director

Competitive Salary DOQ + [Full Time Benefits](#).

Olde Towne Medical and Dental Center (OTMDC) is seeking individual to perform high level work managing all functions of the clinic, facilities and staff to meet strategic objectives while maintaining regulatory requirements; ensures effective utilization of resources to meet the needs of patients by providing quality medical, dental and other health service programs; directs all funding activities to ensure financial viability of the organization.

Responsibilities

- Provides the effective supervision of assigned staff including selection, performance management, employee relations, training, prioritizing and assigning work, and related activities; retains a diverse, highly qualified staff and volunteers by providing career coaching, growth, and personal development for workers.
- Responsible for planning, organization, and direction of the organization's operations and programs, establishing goals and success metrics as appropriate.
- Develops and implements consistent accounting policies, procedures, and operational reporting/metrics.
- Participate with the Board in establishing mission, vision, and strategic objectives for OTMDC based on identified health needs of the community; oversees and reports on the organization's operational results, budgeting, internal controls, auditing and cost control to the Board; coordinates and leads annual budget reviews, monthly and quarterly reviews, and periodic forecast updates with operational management and the Board.
- Identifies, develops and solicits funding sources (donors, grants, special events) to meet the fundraising objectives of the center; prepares accurate and timely analyses that capture and communicate fundraising results, variances, and performance trends; responsible for maintaining, enhancing, fostering, and improving the organization's relationships with its primary funders; ensures that services and funding relationships are robust in order to meet or exceed strategic goals and objectives. Maintains strong relationships throughout the community.

Requirements

- Any combination of education and experience equivalent to a Bachelor's degree in public, business or healthcare administration or a related field; Master's degree and nonprofit administration experience preferred.
- Significant experience in health services administration or related field.
- Demonstrated involvement in community organizations in advisory and/or leadership roles, including public relations and presentations.
- Knowledge of strategic planning, fundraising; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction; leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Ability to effectively communicate public health and fundraising needs, both in writing and orally, to the public, the OTMDC Board, funding jurisdictions administrations, and other stakeholders such as the general public, donors, health plans; supervise a large and diversified staff; establish and maintain effective working relationships with JCC County staff and officials, and representatives from the private sector or other municipalities.
- Must possess or obtain within thirty (30) days of hire a valid Virginia Driver's License and have an acceptable driving record based on James City County's criteria.
- Skill in use of computer software, especially Microsoft Office Suite.

[Click here](#) for full job description. Accepting applications until position is filled.

Accepting applications until filled. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>