

# POSITION PROFILE:

## Chief Executive Officer, Rhode Island Free Clinic

[www.rifreeclinic.org](http://www.rifreeclinic.org)

### **RHODE ISLAND FREE CLINIC OVERVIEW**

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The Rhode Island Free Clinic (RIFC) is a nationally recognized, award-winning free clinic, established in 1999, 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 access to medical specialties.

RIFC also serves as a teaching and workforce training site in collaboration with several Rhode Island academic institutions.

### **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 implementation, and advocacy. The CEO reports directly to the Board of Directors.

### **RESPONSIBILITIES**

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

- Oversee all aspects of care delivery including access to culturally and linguistically responsive care, quality of services, appropriate staffing while ensuring adherence to applicable laws and regulations and approved policies.
- In collaboration with the Board and Finance and Development Committees, develop and oversee adherence to annual operating and capital budgets and build funding model for long term sustainability.

#### **Key Skills and Competencies:**

- Direct 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.
- Serve as the Clinic's chief spokesperson, and advocate for the healthcare needs of the underserved with local, state, and federal agencies and organizations.

- Develop and maintain a strong network of relationships with appropriate local and state elected and appointed leadership as well as community and business leaders to build support for the Clinic, collaborating, as appropriate, to further the mission of the organization among a wide variety of constituencies.
- Display leadership in promoting organizational integrity, systems management, program evaluation, accountability, effective communication and reporting throughout the organization.
- Knowledge of local, state, and federal policies and environment to remain current with healthcare, financial, economic, and political trends that may influence the direction and future success of the Clinic.
- Recruit, hire, supervise, and evaluate clinical and administrative management.
- Develop and oversee all organizational and clinical operating policies and procedures in compliance with state and federal regulations.
- Proactively seek diverse major revenue opportunities for the Clinic to ensure sustainable funding streams.
- Actively participate in the cultivation of major donors.
- In collaboration with the Board and other relevant constituencies, develop and oversee implementation of long-range strategic plan to ensure growth, development, and sustainability of the organization, in accordance with the Clinic's mission.
- Collaborate with the board leadership to ensure a strong, effective Board of Directors and working Committees. Partner with Board Chair to focus Board attention on strategic issues. Maintain strong and regular communication with the Board.
- Deliver timely and tailored education about the needs of the organization, its environment, and patients.

## QUALIFICATIONS

- Graduate degree in a health-related field and clinical experience strongly preferred.
- Ability to think and act strategically.
- Ability to engage staff, volunteers, community partners, and potential donors with Clinic's mission and with the volunteer, donor-driven model.
- Documentation of superior communication skills.
- Minimum of five years of senior leadership experience.
- 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.

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

Interested candidates should submit their resume with cover letter to: [info@rifreeclinic.org](mailto:info@rifreeclinic.org)