

Will-Grundy Medical Clinic
213 E. Cass St.
Joliet, IL 60432

www.wgmedclinic.org

JOB DESCRIPTION: Executive Director – Free Clinic

SALARY: Available upon interview

DESCRIPTION: Non-profit Executive Director is accountable for providing leadership and vision for the free clinic in partnership with the Board of Directors. The ED works closely with the Board to achieve the mission and fundraising goals of the Clinic.

The ED directs overall day-to-day operations for a small staff and volunteers, in conjunction with various medical and dental personnel, oversees human resource issues, hiring and termination, coordinating with Board members on various levels for fundraising, grant writing, working with various outside contractors for maintenance, repair of all parts of the Clinic, direct contact with patients in the areas of screening and counseling for non-compliance.

The ED works with the Finance Committee to develop the operating budget and overall financial plan, and also promotes the visibility and image of the Clinic in the community.

JOB REQUIREMENTS:

Experience at executive level (CEO, COO, President, etc.)

Bachelor's degree, Masters preferred

Excellent verbal, written, social media communication skills

Ability to work a flexible schedule and periodic travel involved

Prior non-profit experience preferred

Bilingual (English/Spanish) a plus

Medical experience a plus, but not necessary

COMPANY INFORMATION:

The Will-Grundy Medical Clinic is one of the oldest free clinics, operating since 1988. The Clinic provides basic medical and dental care to the uninsured of Will and Grundy counties with a small paid staff and larger contingent of physicians, dental professionals, nurses and pharmacists, as well as a referral network as needed.

Forward resume and statement of interest to wgmexecapp@gmail.com