

**Position:** Deputy Director

**Duties:** Assists the executive director in the supervision of staff and volunteers. Assists in clinic operations, and fund development. Supervises staff as directed.

**Qualifications:** Minimally one-three years of management and administration experience. Knowledge of the health care delivery system and social services available in Will and Grundy Counties. Bachelor’s degree required. Excellent interpersonal skills. Ability to communicate verbally and in writing. Budgeting, strategic planning, and grant writing experience desired.

**Responsibilities:** Uphold and fulfill the mission of the Will-Grundy Medical Clinic.

Assist in the coordination, planning, development, implementation, and evaluation of medical care programs including, behavioral health, dental, ancillary wellness services to Will and Grundy County residents who have no other access to care. Collaborates with the executive director and board of directors to develop and implement robust fund development program.

Partner with executive director on matters of:

* Patient care
* Board management
* Quality improvement
* Budget management
* Strategic planning
* Fund development

1. Represent the Clinic at community functions and make presentations promoting the Clinic and its programs.
2. Maintain excellent rapport with the medical and dental staff, volunteers and Board.
3. Research and develop new and renewed sources of revenue.
4. Coordinate, implement, and evaluate special events.
5. Implement and develop fund raising activities including: annual giving special projects, memorial program, planned giving and grant writing.
6. Maintain accurate donor, prospect, and financial records for fund raising efforts, process gift acknowledgements and other recognition needs.
7. Prepare Clinic publications and development materials.
8. Coordinate mailings for newsletters, invitations, fund drives
9. Prepare and coordinate press releases and other general communication pieces
10. Maintain databases as necessary to manage various development projects and submit appropriate reports and updates to the Executive Director.
11. Manages clinic operations supervising staff as directed.
12. Builds and manages relationships with stake-holders including state, local, and federal elected officials, funding partners, foundation representatives and other stake-holders.
13. Attend Board and committee meetings as requested
14. Maintain confidentiality.
15. Abide by all Clinic policies.
16. Work with all team members (staff and volunteers) to ensure smooth operation of the clinic.
17. Carry out all other duties as assigned.