

Position: **Executive Director**

Hours: FT

Description: The Executive Director provides overall leadership for the clinic in the fulfillment of its mission. Interested candidates must have a Master or Bachelor Degree in Business Administration with at least 3 years of experience in management/nonprofit setting. Bilingual in English and Vietnamese required.

Requirements:

- Ability to understand and work well with the Vietnamese community.
- At least 3 years experience in management of a medical clinic, including supervisory experience; preferably in non-profit settings.
- A high energy level and the ability to handle multiple priorities are also necessary.
- Knowledge of principles and practice of non-profit governance, board development, fund raising, planning, program development, interagency collaboration, personnel management, fiscal management, and volunteer management.
- Strong organizational and interpersonal skills.
- Strong writing, public speaking skills, and problem solving skills.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.

Skills Needed: Specific skills needed include experience in: (1) fund-raising, grant proposal writing and foundation relations, (2) building a membership organization and/or coalition, (3) communicating and working well with an active Board and membership, (4) managing and motivating volunteers and staff, (5) assisting a nonprofit Board of Directors to carry out their fiduciary responsibilities.

Qualifications:

1. Bachelor's Degree required; Masters Degree preferred.
2. Strong verbal and written communication skills, including public speaking and grant writing
3. Strong conflict resolution and decision making skills
4. Bilingual English/Vietnamese, a plus
5. 40 hours per week, salary to be discussed, benefits

Salary and Benefits: To be determined depending on experience.