

St. Benedict Health and Healing Ministry

Executive Director Vacancy Announcement

St. Benedict Health and Healing Ministry is a non-profit organization focused on improving the health of low income and uninsured people in need of medical care in Boulder County. We are proudly affiliated with the Episcopal Diocese of Colorado but are non-denominational in our responses to those in need. We provide free medical care, medicine and personal care items in places underserved people go, such as food pantries, community centers, homeless shelters, and soup kitchens. We also provide education, referrals, and connections to local community services. We rely on an all-volunteer staff of nearly 50 clinicians, administrators and Board members who share our values of hospitality, dignity and compassion.

The position is full time exempt with competitive compensation based on experience and education, with a benefit package that includes a mileage allowance. Office is located in Lafayette, Colorado.

Primary Responsibilities:

Ambassador

- ❖ Representing St. Benedict Health and Healing Ministry (SBHHM) in the community, to donors and with other key stakeholders.
- ❖ Promoting a faith based, compelling, and inspiring image of SBHHM in the community through speaking engagements, public relations efforts and other events.
- ❖ Overseeing social media and website maintenance and generating content.

Coalition-builder

- ❖ Forging strategic alliances with other health care and related agencies that care for the poor.
- ❖ Cultivating existing and new donors.

Budget Manager

- ❖ Working with the board and Finance Committee to develop budgets that are comprehensive, realistic and effective in meeting goals.
- ❖ In collaboration with the treasurer and bookkeeper, managing the budget and expenditures of SBHHM, exercising fiscal control and adhering to board-adopted financial reporting requirements and guidelines for non-profits.

Planner

- ❖ Keeping the board of directors informed on financial, programmatic and other matters related to SBHHM strategic plan.

- ❖ Ensuring that sound programs are created, developed, implemented, reported and evaluated in alignment with SBHHM strategic plan.
- ❖ Convening and overseeing Board-approved plans for fundraising activities

Personnel Manager

- ❖ Recruiting, hiring, developing, managing, scheduling and terminating volunteers and staff for SBHHM.
- ❖ Working with the Board President on providing direction to the board, volunteers and staff to ensure achievement of SBHHM goals set forth in SBHHM strategic plan.

Reporting:

- ❖ Reports to the Board of Directors and ultimately the Bishop of the Episcopal Diocese of Colorado.

Overall Expectations:

- ❖ The full-time workweek may include evenings and weekends in various combinations reflecting the demands of the ministry.
- ❖ Attendance is required at monthly Board and Executive Committee meetings, occasional diocesan institution meetings and the annual diocesan convention.
- ❖ Meeting volunteers at each of the Free Clinic sites is expected initially, followed by the provision of ongoing support as needed.

Qualifications:

- ❖ You have experience in non-profit management and/or working with or on a non-profit Board of Directors
- ❖ You are able to prioritize, multi-task and process large amounts of information
- ❖ You can demonstrate that you are a skilled communicator
- ❖ You are passionate about our organization's mission, vision and values
- ❖ You are willing to be in a working relationship with the Episcopal Diocese of Colorado
- ❖ You are available no later than July 1, 2020
- ❖ You are proficient in MS Office suite and Google Drive
- ❖ You have reliable transportation and a valid driver's license

Additional Preferred Qualifications:

- ❖ You have experience involving each of the five primary responsibilities outlined above.
- ❖ You have a degree in social services, non-profit management, business administration or a related field.

To apply:

Submit resume and cover letter to stbenedicthealth@gmail.com stating why you are interested in this position and how your background makes you a good fit. Be sure to address each of the five primary responsibilities in this announcement. This position is open until filled.