



JOB DESCRIPTION FOR IAMACF EXECUTIVE DIRECTOR

REPORTS TO: IAMACF Board of Directors
SUPERVISES: IAMACF Staff, Interns, Volunteers
CLASSIFICATION: Exempt, Salaried (commensurate w/experience)

The position of Executive Director will be responsible for the following:

1. Managing the day-to-day operations of the IAMACF Free Charitable Health Clinic, including overseeing the operations of each department to ensure the proper functioning of each department's services, which include primary care medical services, (limited) pharmacy and lab. The ED will also monitor the clinic staff's adherence to all necessary legal requirements in operating the lab, pharmacy and overall clinic, including adherence to HIPPA privacy laws.
2. Hiring, evaluating, promoting, and terminating IAMACF staff, interns and volunteers. Informing and seeking input from the IAMACF Board of Directors on personnel changes and/or human resource needs. Providing supervision of staff and supporting the successful operation of each department and overall clinic services. Implementing organizational and HR Policies approved by the Board of Directors, reviewing staff performance and maintaining confidential personnel records.
3. Working with the Board Treasurer to prepare and present an annual budget to the Board of Directors for approval. Implementing the approved budget and working with the Treasurer to monitor finances, preparing monthly financial reports, scheduling an annual independent audit (*at the end of the budget year*), preparing monthly Executive Director's report, attending board meetings and/or at times transcribing the Minutes of Board meetings.
4. Investigating sources of potential funding including corporate, foundation, government, and individual donor opportunities. Meeting and cultivating new donors in tandem with board members, writing letters of inquiry and/or grant proposals as appropriate in order to support new/current programs, services, and/or capacity building initiatives. Working in collaboration with the Fundraising Committee and the Board of Directors on fundraising events/activities.
5. Preparing and submitting grant reports, as required by grant funders. Preparing and submitting annual governmental filings, license applications, and certifications for the clinic as required by law.
6. Attending board and committee meetings as required. Attending or requesting staff, board or volunteers to attend relevant community meetings, which concern the agency's mission, services and reputational standing as a community service provider. Networking and collaborating with other community service organizations and stakeholders to promote IAMACF services as appropriate.
7. Coordinating with the Board Chair on all IAMACF official positions, statements, press releases and interviews. Serving as the face organization and conducting/overseeing outreach and marketing of IAMACF services and fundraising efforts. (cont'd...)



8. Overseeing the proper functioning of the clinic facility (building), hiring contractors as necessary to maintain proper functioning of the building, equipment and adherence to building codes, etc..

QUALIFICATIONS: Candidate must have minimum of BA/BS (MA preferred) in Nonprofit or Business Management, Public Policy, Healthcare, or Social Service field and must have a minimum of two years nonprofit management experience. Candidate must also have good verbal and written skills. Having working knowledge of underserved immigrant/refugee/asylee populations, the challenges and barriers they face in accessing healthcare, and how to conduct culturally appropriate outreach to underserved and mainstream populations, is a plus. Language fluency in Hindi, Gujarati or Urdu is a plus.

Interested Candidates may apply by submitting a Cover Letter, Resume/CV and Three (3) Professional References to the attention of the **IAMACF HR Committee** to the following address: iamacfillinois@gmail.com No phone calls, please.

Special Requirement for selected candidate: Passing a criminal background check is a requirement.

Language skills: English and/or bi-lingual fluency in Hindi, Gujarati or Urdu is a plus.

Salary: Commensurate with experience. Position does not include benefits or relocation stipend.

COVID-19 considerations may be in effect: IAMACF follows recommended safety protocols in all of its interview and onsite employment processes, including the use of Personal Protective Equipment (PPE) and other safety procedures as may be required by local/state/federal government.

IAMACF is dedicated to promoting equal opportunity employment and is committed to providing reasonable accommodations to applicants with physical and/or mental disabilities. We value and encourage diversity and solicit applications from all qualified applicants without regard to race, creed, color, gender, sex, age, religion, national origin, ancestry, citizenship, marital status, sexual orientation, or any other protected status by federal, state or local laws. If you are interested in applying for employment with IAMACF and need special assistance or an accommodation to apply for a position or engage in any testing or the interview process, please email the HR Committee at: iamacfillinois@gmail.com with your request. Determinations on requests for reasonable accommodation are made on a case-by-case basis.