



655 Broad Street
Providence, RI 02907
p 401.274.6347
f 401.274.6562
www.rifreeclinic.org

POSITION DESCRIPTION

TITLE: Manager of Strategic Partnerships & Grants / AHEC Executive Director
REPORTS TO: CEO
SALARY: Full Time, Exempt
DATE: June, 2023

POSITION SUMMARY

Manager of Strategic Partnerships & Grants / AHEC Executive Director (40 hours):

Reporting to the CEO, this mission-driven and dynamic person is a member of the Clinic's Leadership Team responsible to champion strategic initiatives at the Clinic with primary responsibility to develop and operate the Northern Rhode Island Area Health Education Center (AHEC), direct the Clinic's Grants Program and implement the AmeriCorps VISTA Program.

RESPONSIBILITIES

- Develop goals and oversee projects of the Northern Rhode Island AHEC at Rhode Island Free Clinic.
- Work with academic and training partners to prepare individuals to more effectively provide health care services to medically underserved populations through field placements at the Clinic.
- Maintain effective communication with all NRIAHEC stakeholders, and coordinate the NRIAHEC Advisory Committee of community leaders and stakeholders.
- Work with academic and training partners to place trainees, collect data, report on and enhance effectiveness as a training site for students.
- Prepare and manage annual budget for NRIAHEC.
- Foster relationships with partners throughout the community to assure that students from diverse backgrounds are placed at the Clinic for training.
- Represent NRIAHEC in the community, and cultivate relationships and promote visibility for it.
- Direct the Clinic's Grants Program/Portfolio
- Coordinate Grant spending, invoicing, and reporting with Clinical staff, Finance Staff, and external consultant.
- Coordinate Valuation of In-Kind Donations for Audit and 990.
- Recruit and on-board the Clinic's AmeriCorps VISTAs.
- In collaboration with Practice Manager, provide direction to VISTAs and consultants as needed.
- Other duties as assigned.

QUALIFICATIONS

- Minimum Bachelor's degree or equivalent work experience, preferably in health, business or related field
- Demonstrated leadership and ability to identify and implement strategic initiatives, and to cultivate volunteers, strategic partnerships and programs
- Familiarity with workforce training and development and community engagement
- Seasoned leader with 10+ years relevant experience
- Demonstrated expertise in securing grants and cultivating new funding streams
- Excellent time-management and communication skills; detail oriented, creative problem solver and team player with sense of humor, strong work ethic, and "can-do" attitude
- Commitment to the Clinic's volunteer model and to engaging volunteers in the Clinic's mission
- Proficient with MS Office suite (i.e., WORD, PowerPoint, Excel, etc.)

- Bi-lingual, (Spanish) preferred, not required

ORGANIZATION DESCRIPTION

Considered a national model, Rhode Island Free Clinic (www.riFreeClinic.org) provides free comprehensive medical, dental and behavioral health care to the State's medically uninsured, working poor, and low-income adults; and, serves as an educational site for trainees in health care fields. Care is provided through a dynamic statewide network of volunteer medical professionals working with academic, medical, and community partners, leveraging robust health care resources with a vitality that is unmatched in Rhode Island. In 2022 the Clinic mobilized over 500 volunteers and community partners to provide nearly 10,000 patient visits to medically uninsured RI adults, and thousands of hours of training for students in health care fields.

The Clinic is open weekdays Monday-Friday, every Tuesday & Thursday, 4th Monday and 2nd Wednesday evenings until 9.

Interested applicants should submit cover letter and resume to info@riFreeClinic.org.

I have read and affirm my Position detailed above.

Date