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POSITION DESCRIPTION

TITLE: Deputy Director
REPORTS TO: CEO
SALARY: Full Time, Exempt
DATE: January, 2024

POSITION SUMMARY

Deputy Director

Reporting to the CEO, the Deputy Director will serve as a critical member of the Leadership Team and function as the second in command. This position has both internal and external facing responsibilities. These include championing strategic programs for Grants, AmeriCorps VISTA, the Northern Rhode Island Area Health Education Center (AHEC), and fiscal administration. The Deputy Director works closely with the CEO to chart future growth and strategic response to an ever-increasing demand for the organization's services, and to ensure the highest level of professionalism in Administration/Finance, Donor Cultivation/Fundraising, Board Relations, and Community Relations. The Deputy Director must be a leader and a manager who is able to help others at the Free Clinic deliver measurable, cost-effective results that make our mission fulfillment a reality. Importantly, the successful Deputy Director will have the skills and sensitivity to build her/his team at a time of transition and work collaboratively with other organizational leaders and team members. It is essential that the Deputy Director refine existing systems, as well as tap teammate's expertise and potential to advance the Free Clinic's mission.

RESPONSIBILITIES

- Provide leadership and strategy for structure, programs, sustainability, and growth.
- Work with CEO in essential leadership activities including organizational planning and administration.
- Manage Grant Portfolio of 40+ grants/ \$1M+ (requests, reports, administration).
- Oversee Grant spending, invoicing, and reporting with clinical staff, finance Staff, and outsourced financial management services.
- Provide day-to-day supervision of AmeriCorp Grant VISTA.
- Build and foster strong relationships with funders, academic partners, community members, and thought leaders to enhance the Free Clinic's presence and sustainability in the community.
- Work with CEO, Director of Donor Relations, and fundraising team to develop and secure annual and multi-year revenue streams.
- Support Board Finance Committee with governance matters such as budget review, reserve and investment policy implementation, and banking relationships.
- Ensure that the Free Clinic's record retention practice and Standard Operating Procedures/Processes are current and compliant.
- Develop an annual plan for IT security, equipment replacement, and network enhancements
- Serves as organization's Safety Officer
- Oversee Valuation of In-Kind Donations.
- Oversee AmeriCorps VISTA Program including relationship with Regional Office.
- Serve as Director of the Northern RI AHEC at the Free Clinic to place and report on health trainees, annually.
- Provide direction to consultants and AmeriCorps VISTAs, as needed.
- In collaboration with Medical Director, work with Data Analyst to ensure monitoring and reporting of high impact data and outcomes.

- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree or equivalent required. Advanced degree or MBA preferred, preferably in health, business or related field
- Demonstrated leadership and ability to identify and implement strategic initiatives and to cultivate strategic partnership and programs
- Seasoned leader with 15+ years strategic planning and organizational development 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 Free Clinic's volunteer model and to engaging volunteers in the clinic's work
- Strong analytical skills and understanding of how operations and finance support the broader mission of the organization
- Experience either as an employee or board member of a nonprofit organization; must be familiar with nonprofit finance and accounting regulations.
- Proven track record of success facilitating progressive organizational change and development
- Excellent judgment and creative problem-solving skills
- Strong supervising, facilitating, and coaching experience to support teams with diverse levels of expertise and skill sets in a warehouse environment
- Ability to enforce accountability, develop staff, and put our people in a position to succeed
- Superior management skills; ability to influence and engage direct and indirect reports, peers, and consultants
- Self-reliant, good problem solver, results oriented.
- Salary Range: \$100,000 - \$120,000

ORGANIZATION

Rhode Island Free Clinic (www.riFreeClinic.org) is a nationally recognized, award-winning free clinic in Providence, Rhode Island, that provides free comprehensive primary medical, dental, vision and behavioral health care to uninsured, working poor, and low-income Rhode Island adults. It also serves as an educational training site for aspiring health care professional.

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 and remarkable in the nation. In 2022, the Clinic mobilized nearly 500 volunteers and community partners to provide over 10,000 patient visits to vulnerable, medically uninsured adults.