



Job Opening

The Adams County Medical Foundation is currently looking for candidates to fill the position of Executive Director. The full job description is available on the Foundation's web site, www.acmedicalfoundation.org.

Summary: The Executive Director maintains responsibility for the Adams County Medical Foundation and ensures that fund-raising activities are consistent with the Foundation's strategic goals. The Executive Director provides leadership and management while maintaining accountability for the organization.

Required Skills and Qualifications

- Five or more years of experience in senior management, preferably with nonprofit organizations
- Strong experience in public relations, marketing, and fundraising
- Knowledge of leadership and management principles for nonprofit organizations
- Proven success working with a board of directors
- Entrepreneurial mindset, with innovative approach to business planning
- Dynamic and charismatic team player who enjoys being the public face of an organization

Preferred skills and qualifications

- Bachelor's degree (or equivalent) in business, human resources, or finance
- Experience in managing budgets
- Exceptional verbal, written and visual communication skills

Salary and Benefits

- Salary commensurate upon experience
- Benefits may be available

Send cover letter and resume to:

Adams County Medical Foundation
P.O. Box 40
Winchester, OH 45697



Executive Director Job Description

Summary: The Executive Director maintains responsibility for the Adams County Medical Foundation and ensures that fund-raising activities are consistent with the Foundation's strategic goals. The Executive Director provides leadership and management while maintaining accountability for the organization.

Essential Duties and Responsibilities:

- Develops and maintains effective working relationship with donors and prospective donors. Maintains regular contact through correspondence, telephone, meetings, special events, and in-person as appropriate.
- Directs all Foundation operations including fundraising, Board development, finances and programs.
- Develops and implements a comprehensive and innovative strategic plan in cooperation with the ACMF Board.
- Presides over all external funding initiatives for the Foundation.
- Assures prudent and sound management of the Foundation's assets and resources including:
 - Preparing monthly financial reports in coordination with the Foundation's CPA.
 - Processing all purchase orders and invoices on a monthly basis.
 - Signing all checks and mailing payments to vendors.
 - Overseeing all financial investments.
 - Maintaining accurate records of all gifts and donations.
 - Developing and maintaining ACMF investment policies.
 - Ensuring documents and materials are submitted to local, state, and federal agencies as needed.
 - Prepares annual operating budget.
 - Copying incoming checks/cash and posting to Excel
- Prepares reports to the Foundation Board, the ACRMC Board, and the ACRMC CEO.
- Oversees and coordinates all details of the annual campaign and related events.
- Prepares ACMF Annual Report.
- Attends ACRMC Board meetings.
- Manages and oversees all Foundation grant programs.
 - Supervision of contracted employees
 - Oversight of budget development
 - Coordination and implementation of grant programs with state and federal entities

- Annually reviews and presents recommended revisions to the Board for the Code of Regulations, Policies and Procedures, Strategic Plan, Succession Plan, and all other documents.
- Coordinates and supports partner Coalitions
 - Providing financial reports
 - Attending meetings as necessary.
 - Participating in activities and programs as determined.
- Oversees annual Gala fundraising event
 - Obtaining sponsorships from individuals, businesses, and medical vendors.
 - Coordinating auction items for silent and live auction
 - Coordinating activities with Board and Committee members
 - Coordinating activities with service vendors.
- Writes and issues monthly Foundation Newsletter.
- Oversees all marketing and public relations activities.
- Coordinates donor communications including end of the year donor tax statements.

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