

## **POSITION DESCRIPTION: EXECUTIVE DIRECTOR**

This **leadership position** reports to the Board of Directors of the **Mendocino Coast Healthcare Foundation** (MCHFoundation), a 501(c)3 non-profit organization. The role is as **the key employee** responsible for oversight of staff, volunteers, and contractors, and for fiscal status and tracking. The position is as **a full-time exempt employee** based at 130 N. Main Street in Fort Bragg, CA, with potential for a **limited hybrid schedule** with essential in-office time. Salary is **commensurate with experience** as well as other required and desired qualifications, and will range between \$90,000 to \$125,000/year with additional retirement and health benefits provided.

The MCHFoundation **provides services affecting the health and wellness of the Mendocino coastal community** principally through grants awarded to coastal healthcare organizations. The **MCHFoundation provides critical, timely support** to hospitals, clinics, volunteer fire departments, health & wellness agencies, scholarships, community health initiatives, and direct aid to oncology patients in partnership with the Cancer Resources Center for patients struggling with costs.

The **Executive Director (ED) leads the organization's operations**, fundraising, grantmaking, finances, external relations, and volunteer coordination. The MCHFoundation relies extensively on volunteers. The ED ensures that the Foundation **fulfills its mission, maintains financial health and transparency**, and builds relationships across our community to enable impact and sustainability. Consequently, the ED must be hands-on, flexible, and comfortable with wearing many hats. The ED will work closely with the Board Executive Committee with **duties that include** but are not limited to (1) deploying impactful programs aligned with MCHFoundation priorities for health and wellness initiatives and to meet emerging health needs in the community; (2) working with individual donors and business partners to cultivate, solicit and steward donors; (3) managing contracts for administrative services and events including deployment of the annual Winesong event; (4) identifying and responding to grant opportunities for health and wellness activities; (5) maintaining relationships with health and wellness entities; (6) managing volunteers; (7) managing day-to-day operations, including office facilities, budgeting, financial planning, payroll, and similar functions; and (8) ensuring transparency in governance and communications (website, newsletters, social media, annual report) to promote awareness of the Foundation's mission, grants, volunteer needs, and funding opportunities.

### **Required Qualifications:**

- Experience working in the nonprofit sector, and ability to learn new processes
- Passion for understanding and supporting local healthcare/wellness operations
- High integrity supporting transparency and accountability

### **Desirable Qualifications**

- Strong organizational and project management skills and being able to juggle many tasks, maintain attention to detail, meet deadlines.
- Fundraising experience including working with donors
- Volunteer recruitment and retention experience
- Financial management knowledge, including experience with Quickbooks Online
- Oral, written, public speaking experience interacting with diverse stakeholders: healthcare professionals, donors, volunteers, Board members, community members, local government.
- Strategic thinking abilities to plan long-term, anticipate emerging needs, and adapt to change.

**Apply to [info@mchfoundation.org](mailto:info@mchfoundation.org) w/resume addressing required and desired qualifications plus references including two letters of recommendation, or to request additional information.**