Beersheba Springs Medical Clinic
P.O. Box 112, Beersheba Springs, TN 37305
Phone (931) 692-2229 Fax (931) 692-2271
beershebaclinic.org

Executive Director for Beersheba Springs Medical Clinic

Job Description

Role: Executive Director – Beersheba Springs Medical Clinic
Status: Part-Time
Classification: Non-Exempt, remote, on-site as needed
Reports to: BSMC Board of Directors

Are you a dynamic leader passionate about making a tangible difference in a rural Appalachian community? The Beersheba Springs Medical Clinic (BSMC) seeks an inspiring Executive Director to lead its mission of providing comprehensive, compassionate healthcare services to all residents of Beersheba Springs, Tennessee, regardless of income or insurance status. This part-time position offers the opportunity to drive meaningful change while fostering community health and well-being.

About the Beersheba Springs Medical Clinic

Founded in 2010, BSMC is a 501(c)(3) nonprofit organization dedicated to serving the healthcare needs of its community. From acute care and chronic disease management to health education and free medication assistance, the clinic embodies the values of rural Appalachia, offering essential services that include:

- Acute illness diagnosis and treatment
- Chronic disease management
- Health education (nutrition, diabetes training, smoking cessation)
- Family planning and well-childcare
- Limited dental services
- Coordination with community resources for holistic patient care

Your Role as Executive Director

As Executive Director, you will report to and work alongside the Board of Directors, serving as the strategic and operational leader of BSMC. Your leadership will ensure the clinic's programs, staff, and resources align with its mission while fostering innovation and growth. You will act as a bridge between the clinic and its stakeholders, cultivating partnerships that amplify its impact.

Key Responsibilities

Leadership & Strategy:

- Develop and implement strategic plans in collaboration with the Board.
- Represent BSMC at community events, fostering relationships that enhance its visibility and mission.

Fundraising & Development:

- Lead fundraising initiatives, including events like Dash to the Door and annual appeals.
- Cultivate relationships with donors, grant makers, and community partners.
- Oversee donor database management (Donor Perfect) and grant applications.

Clinic Operations:

- Oversee clinical operations in partnership with the medical staff.
- Coordinate services with partner organizations like Erlanger, St. Thomas, and Yale Schools of Medicine.
- Supervise staff recruitment, training, and performance.

Administration & Governance:

- Work closely with the Board President to prepare for board meetings.
- Oversee budgets, financial planning, and compliance with bylaws.
- Maintain relationships with professional networks to stay informed on best practices and emerging opportunities.

What We're Looking For

We're seeking a leader who embodies integrity, adaptability, and a collaborative spirit. Ideal candidates will have:

- A commitment to BSMC's mission and values.
- Strong communication skills to engage diverse audiences.
- Experience in nonprofit management or organizational leadership.
- Proficiency in tools like Microsoft Office, Google Drive, and donor management systems.
- A proven track record in fundraising, grant writing, or community engagement.

Why Join Us?

This is more than a job—it's a chance to transform lives. At BSMC, you'll work alongside dedicated professionals in a supportive environment that values innovation and compassion. Together, we'll build healthier futures for Beersheba Springs.

If you're ready to lead with purpose and inspire change in a vibrant rural community, we encourage you to apply!

To apply email a resume and cover letter to: president@beershebaclinic.org