



CAIRN
HEALTH

EXECUTIVE DIRECTOR SEARCH ANNOUNCEMENT

Cairn Health, Inc. is currently seeking applicants for its Executive Director position. The current Executive Director has given notice and is moving to another local nonprofit.

MISSION

Cairn Health's mission is to provide access to medical services for the underserved in our community in order to improve community health, one person at a time. We do this to achieve our ultimate vision - a caring and compassionate continuum of care for all.

HISTORY

Cairn Health was established in 1937 (as Medical Service Bureau) by a group of physicians & nurses from the Medical Society of Sedgwick County and the Community Chest (now United Way of the Plains) who saw a gap in helping low income persons access health care services. Cairn Health provides prescription voucher services, access to low-cost vision services, and access to medical supplies to low-income persons who live or work in Sedgwick County, KS.

Over the years Cairn Health has maintained relationships with the Medical Society of Sedgwick County and United Way of the Plains and with local health providers throughout the Sedgwick County. Cairn Health is an independent non-profit incorporated as a 501 (c)(3) organization on July 26, 1978.

ORGANIZATIONAL OVERVIEW

A 10-15 member volunteer Board of Directors provides oversight/governance for the organization. The Executive Director reports to the Board and oversees a staff of 3, comprised of 2 primarily-remote client advocates and a records manager/advocate. The organization's annual budget is ~\$400,000 and 2,250 individuals are expected to be served by Cairn Health services this year.

KEY RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

Leadership

- ✓ Serve as the primary liaison between the Board of Directors and the organization. Attend all Board meetings and work closely with the Board president to develop meeting agendas and provide transparent reports
- ✓ Hire and supervise staff with a focus on training, development, and accountability
- ✓ Develop and evaluate programs offered by the organization

Fundraising, Marketing and Communication

- ✓ Evaluate the current standing of the agency in the community; develop and implement a plan to increase community (and specifically donor) awareness of the organization and mission to engage donors, community partners, and clients.
- ✓ Develop and maintain positive relationships with community partners and stakeholders
- ✓ Engage clients to ensure services are meeting expectations

Fiscal Management

- ✓ Provide oversight for all financial reports and ensure the organization is in compliance with criteria outlined by laws and funders
- ✓ Communicate financial matters to the Board in a timely and accurate manner
- ✓ Increase revenue through enhanced fundraising, grant writing
- ✓ Diversify the funding mix through special fundraising efforts

What We Are Looking For

- ✓ Bachelor's degree in a related field (Social Work, Public Administration, Business, Marketing, etc.)
- ✓ Experience supervising staff with strong technical aptitude for remote workers
- ✓ Successful fundraising experience with an emphasis on building the donor base and maintaining donor relationships
- ✓ Experience in budgeting and/or fiscal management, using QuickBooks
- ✓ Ability to work with little direct guidance or supervision
- ✓ An understanding of social work principles and/or experience working with vulnerable populations

What We Have to Offer

- ✓ Competitive pay
- ✓ Paid health insurance
- ✓ 3% of salary contributed to a Simple IRA
- ✓ Generous Paid Time Off
- ✓ Flexible work arrangements

Next Steps

Interested candidates should submit a cover letter addressing qualifications and salary requirements along with your resume/CV, and three professional references to recruiting@cairnhealth.org before April 16, 2023. ***Please type "CAIRN HEALTH ED SEARCH" in the subject line of the email.***

Cairn Health firmly supports the principle and philosophy of equal opportunity for all individuals and does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or economic status in any activities or operations.