

**Josiah Hill III Clinic**  
**Position Announcement: Executive Director**

**About the Organization:**

Josiah Hill III Clinic is a grassroots community-based non-profit, which was founded by the late Physician Assistant and community activist Josiah Hill III. The organization's mission is to protect children from environmental hazards and promote community action for healthy homes. To achieve this mission, JHC provides in-home toxin reduction education, community outreach, group trainings, mobile blood lead testing, and advocacy. Services are primarily focused towards and accessed by low-mid income families with young children, pregnant/nursing woman, communities of color, and environmental justice communities residing in the Portland Metro Area.

JHC's team includes two full time staff members, a ClearCorps member, numerous contractors and interns as well as a large volunteer base. The annual operating budget is approximately \$250,000. Learn more at [www.jhillclinic.org](http://www.jhillclinic.org)

**Role of the Executive Director:**

The Executive Director is responsible for all administrative functions including but not limited to: monitoring of organizational goals and objectives, budgeting, fund development, grants management, financials and billing, facilitation of Board activities, management of staff and contractors as well as the implementation of policies, programs and action plans to ensure consistency with the mission of the Josiah Hill III Clinic (JHC).

**Primary Duties and Responsibilities include, but are not limited to, the following:**

***Fund Development***

Research potential funding sources and write grant proposals (including federal grants)  
Coordinate all aspects of annual event and cultivate individual donors

***Community Relations & Marketing***

Establish positive strategic relations with public and private agencies as well as elected officials  
Market and promote the organization; increasing the agency's public profile.

***Financial Planning and Management***

Develop budgets, maintain the organization's books, administer funds accordingly, and bill funders

***Leadership & Advocacy***

Actively participate in stakeholder meetings, advocate for policies, and conduct official correspondence on behalf of the organization in order to promote the organization's mission

***Human Resources & Management***

Select and manage all staff, ClearCorps members, contractors and consultants

**Primary Duties and Responsibilities Continued:*****Risk Management***

Identify and evaluate the risks to the organization's people (clients, staff, volunteers), property, finances, goodwill, and image and implement measures to control risks

***Planning and Management***

Oversee the planning, implementation, compliance, and evaluation of programs and services

**Ideal Candidate:**

The successful candidate will be a self-starter with strong initiative who thrives in a fast paced environment. He/She will be adept at creating plans from visions and working hard to ensure results and deliverables are achieved. She/He must be an independent, strategic thinker with strong analytical and organizational skills and a keen attention to detail. The ability to manage multiple priorities with tight timelines is essential.

**She or He will possess the following skills and attributes:**

- Extremely well organized and detail oriented
- Established history of forging strategic partnerships and alliances
- Proven track record of raising funds
- Experience writing and managing grants, including federal grants
- Adept at engaging and motivating others to achieve desired outcomes
- Keen ability to manage multiple projects and meet tight deadlines
- Excellent verbal, written, and presentation skills
- Strong interpersonal communication skills and able to communicate with diplomacy
- Works well autonomously
- Positive attitude, collaborative nature, and approachable demeanor
- Genuine interest in environmental health, health equity, environmental justice

**Qualifications:**

Comprehensive experience with health, social justice, and/or environmental issues required. Candidates shall have a minimum of three to five years experience within a senior level position at a community based organization. Candidate must have a proven track record with raising funds. A bachelors degree is strongly preferred.

**Salary and Benefits Package:**

Hiring range is \$42,000-\$48,000 DOE. Medical and Vision benefits provided.

**To Apply:**

Please send you cover letter, resume, and list of three references to [jobs@jhillclinic.org](mailto:jobs@jhillclinic.org) and list Executive Director in the subject line. Position open until filled. Review of applications will begin March 15<sup>th</sup>.