

Executive Director

Position Description

Reports to: Board of Directors, Faith Community Health Network

Directly supervises: Director of Administration, Pharmacy Director, Clinic Director, and Program Director

Status: Full-time, exempt, salaried

Location: Northern Kentucky (on-site)

Compensation: Commensurate with experience

Position Summary

The Executive Director is the chief executive of Faith Community Health Network and is responsible for leading the organization, directing its operations, developing its people, managing its resources, and advancing its mission of removing barriers to healthcare for individuals who would otherwise go without it. Reporting to and partnering with the Board of Directors, the Executive Director translates the Board's strategic vision into responsible, mission-centered action across the Network and its operating entities, Faith Community Pharmacy and Faith Community Clinic.

The role carries broad decision-making authority, but its success depends on trust, communication, and coalition-building. The Executive Director serves as the organization's chief steward, protecting its mission, financial resources, reputation, relationships, and the trust of the patients, employees, volunteers, donors, partners, and Board members who make its work possible.

The Executive Director directly supervises the Director of Administration, Pharmacy Director, Clinic Director, and Program Director. Day-to-day operational execution is led by the Director of Administration, allowing the Executive Director to focus on strategy, fundraising, Board relations, major-donor relationships, and community engagement. This partnership allows the Executive Director to focus on vision, strategy, external partnerships, Board relations, major-donor relationships, and community engagement while ensuring operational excellence across the organization.

About the Organization

Faith Community Health Network is a faith-based, nonprofit charitable healthcare organization serving uninsured and underinsured individuals in Northern Kentucky. Founded on the belief that no one should have to choose between their health and their financial stability, the Network operates as the parent organization for multiple charitable healthcare ministries:

- **Faith Community Pharmacy** — a charitable pharmacy founded in 2002 that provides medications at no cost to uninsured and underinsured patients and is among the region's most established charitable pharmacy programs.
- **Faith Community Clinic** — a free clinic providing primary healthcare, chronic disease management, preventive care, and care coordination to uninsured adults, staffed by volunteer health professionals.

The Network provides centralized leadership, finance, development, human resources, strategic planning, marketing, compliance, and administrative support, allowing each operating entity to focus on delivering exceptional patient care while benefiting from shared resources and coordinated leadership. The organization works within a broad network of healthcare, academic, governmental, philanthropic, and faith community partners.

Purpose of the Position

The Executive Director position exists to ensure that the vision of the Board of Directors is carried out in a manner that:

- Honors the mission of Faith Community Health Network;
- Places patients and their needs at the center of organizational decisions;
- Uses the organization's financial and human resources responsibly;
- Strengthens the long-term health and sustainability of the organization; and
- Builds the systems, relationships, and community standing necessary for the organization to fulfill its purpose.

The Executive Director is responsible not only for what the organization accomplishes, but for how it accomplishes it — balancing urgency with sustainability, ambition with capacity, and innovation with responsible stewardship.

Key Responsibilities

Mission and Strategy

- Translate the Board's strategic vision into practical, actionable plans and ensure consistent progress toward strategic objectives.
- While understanding the organization cannot solve all unmet needs, provides continual evaluation of unmet healthcare needs in the community and assesses whether the organization is positioned to address them responsibly.

Board Partnership and Governance

- Partner with and remain accountable to the Board of Directors, providing timely, sufficient information for thoughtful analysis, discussion, and decision-making.
- Maintain a proactive, communicative relationship with the Board Chair, including regular written updates and early identification of significant issues. Support the Board's ability to maintain communication channels with staff.
- Support effective governance, committee structure, and Board engagement; implement Board policies and recommend policies for Board consideration.
- Consult the bylaws and governance policies to determine which decisions require Board approval.
- The Executive Committee of the Board of Directors will conduct a formal performance review of the Executive Director annually, evaluating progress against mutually established goals, financial stewardship, and organizational health.

Staff Leadership and Human Resources

- Build, develop, and support a capable leadership team; hire strong people, give directors meaningful ownership of their areas, and hold them accountable for outcomes while cultivating autonomy.
- Foster a positive, professional, and healthy work environment grounded in dignity, care, and respect, in which employees feel safe raising concerns and expressing differing views.
- Provide coaching and mentoring, lead and prioritize the weekly leadership meeting, and maintain a visible, accessible presence across the Pharmacy and Clinic.
- Ensure effective recruitment, training, retention, and personnel practices, and address workplace concerns early, honestly, and respectfully.

Fundraising and Resource Development

- Serve as a lead relationship-builder with major donors, foundations, corporations, and government partners, communicating the organization's vision and impact.
- Participate in major gift cultivation and solicitation, support grant development and reporting, and engage the Board in resource development.
- Protect donor trust through timely, meaningful stewardship and by ensuring commitments are fulfilled.
- Partner with the Director of Administration, who assists with development operations, grant management, and donor stewardship.

Financial Stewardship

- Hold ultimate accountability for the financial health of the organization, including development of the annual budget and ongoing monitoring of revenue, expenses, and cash flow.
- Ensure appropriate internal controls, proper use of restricted funds, and compliance with grant and contract obligations across multiple legal entities.
- Support the audit and IRS Form 990 processes and communicate financial realities honestly to the Board.

Organizational Oversight

- Provide overall leadership and accountability for the Network and its entities, ensuring strong operational execution through the Director of Administration and the broader leadership team.
- Ensure high-quality, patient-centered care and build strong foundations — leadership, staffing, funding, facilities, and partnerships — before launching or expanding initiatives.
- Ensure regulatory readiness and compliance, including initiatives such as FTCA deeming and other quality and safety standards.

Community, External Relations, and Communications

- Serve as the organization's chief spokesperson, representing Faith Community Health Network to partners, funders, elected officials, healthcare leaders, academic institutions, and the community.
- Develop and maintain positive relationships with community partners, donors, and key stakeholders, acting at the organizational level while thinking at the system level.
- Strengthen the organization's reputation and visibility and pursue partnerships that expand impact without unnecessarily duplicating services.

Leadership Qualities and Competencies

The Executive Director must be capable of serving as a vision setter, coach, servant leader, chief executive, consensus builder, advocate, fundraiser, and problem solver. The following qualities are central to success in the role:

- **Confident humility** — knows what they do well and leads decisively, while remaining honest about what they do not know, listening to others, and changing course when the evidence warrants.
- **Patient-centered values** — treats every person with dignity and respect and keeps patients at the center of every decision.
- **Sound judgment** — builds consensus where possible, makes decisions when necessary, and takes responsibility for outcomes.
- **Effective communication** — communicates the vision repeatedly and clearly, recognizing that alignment must be continually renewed across staff, Board, donors, and partners.

Qualifications

Required

- Bachelor's degree, or an equivalent combination of education and relevant leadership experience.
- Progressively responsible senior leadership experience, ideally including nonprofit or mission-driven organizations.
- Demonstrated success in fundraising and donor relationships, financial management, and staff leadership.
- Experience working with a nonprofit Board of Directors and an understanding of nonprofit governance.
- Strong financial literacy, including budgeting, financial oversight, and internal controls.
- Excellent communication, relationship-building, and public representation skills.
- A commitment to the organization's mission and to serving uninsured and underinsured individuals with compassion and respect.
- Established relationships within their community.

Preferred

- Advanced degree in nonprofit management, public health, healthcare administration, business, or a related field.
- Experience in charitable healthcare, free or charitable clinics or pharmacies, or safety-net healthcare settings.
- Grant writing and grant management experience, and familiarity with healthcare regulatory and compliance requirements.
- Northern Kentucky / Greater Cincinnati community presence.

Work Environment and Physical Requirements

This is a full-time, on-site position based in Northern Kentucky. The Executive Director maintains a regular presence across the Pharmacy and Clinic and represents the organization at community, donor, and partner events, which may occasionally occur outside of standard business hours. The role involves typical office activities and the ability to move throughout the organization's facilities. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions of the position.

Our Commitment

Faith Community Health Network is a faith-based organization whose work is grounded in the belief that every human being has infinite worth and deserves to be treated with dignity, care, and respect. We welcome and serve all individuals in need, and we seek leaders who share our commitment to this mission.

Faith Community Health Network is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, national origin, sex, age, disability, or any other characteristic protected by applicable law.

To Apply

Interested candidates should submit a resume, a cover letter describing their interest in the mission and relevant leadership experience, and three professional references to Chrissy Schreiner-Spille at: Chrissy@fchealthnetwork.org. Applications will be reviewed on a rolling basis until the position is filled.