

| Position Title | Supervisor | Classification |
|--------------------|---|-------------------|
| Executive Director | Board of Directors and Fr. David Boettner | Full-Time, Exempt |

Purpose of Position

This position is integral to the success and mission of St. Mary's Legacy Clinic (SMLC), ensuring that quality healthcare services reach underserved communities while upholding Catholic values and ethical standards. The Executive Director provides leadership and strategic direction for St. Mary's Legacy Clinic, ensuring its mission to extend the healing ministry of Jesus Christ to rural East Tennessee. As a servant leader, the Executive Director upholds Catholic values while overseeing clinic operations, community partnerships, financial management, and regulatory compliance in alignment with the Board of Directors' vision and the Bishop of the Diocese of Knoxville.

Specific Duties and Responsibilities

Leadership & Governance

- Serve as a member of both SMLC governing bodies: the Members of the Corporation and the Board of Directors. Attend all meetings and provide the Director's Report at the meetings.
- Coordinate the work of Board of Directors, providing leadership and training for the Board and its committees.
- Assign staff to take minutes and provide administrative support for board meetings.
- Ensure board compliance with all Diocesan policies, including the Conflict-of-Interest policy.
- Assist in identifying, recruiting, and orienting new board members.
- Arrange the annual meeting for the Members of the Corporation.
- Monitor compliance with SMLC by-laws and all Diocesan policies, including but not limited to the Diocesan Safe Environment/Child Protection Policy.
- Propose policies to the Board as needed regarding the purpose, functions, activities, and direction of SMLC.
- Ensure adherence to internal policies governing SMLC.
- Promote SMLC through coordination with Board committees and the Diocesan Communications Department.

Clinical & Community Engagement

- Collaborate with the Medical Director and clinical staff to uphold community care standards in accordance with USCCB Ethical and Religious Directives for Catholic Healthcare.
- Build and maintain partnerships with healthcare-related agencies.
- Represent SMLC in selected community groups, such as the Tennessee Charitable Care Network (TCCN).
- Work with Board committees and the Diocesan Communications Department to promote SMLC and raise public awareness.
- Build and maintain a network of community partners and donors in collaboration with the Philanthropy Specialist, Community Outreach Coordinator, and the Board of Directors.
- Act as a liaison with local leaders and clinic partnership sites to foster good working relationships, local advertising, and volunteer recruitment.
- Assess and implement potential expansion of clinic services or locations in alignment with the Board and Members of the Corporation.

Financial & Operational Oversight

- Monitor financial operations and ensure adherence to budget guidelines.
- Assist the Board of Directors with financial development programs and prepare the annual budget.
- Develop funding proposals to sustain and expand clinic operations.
- Ensure IT infrastructure supports SMLC's needs across clinic sites and the administrative office.
- Coordinate with the Administrative Assistant to ensure all equipment, office supplies, furniture, and other supplies are acquired and utilized cost-effectively.
- Identify free or low-cost sources of supplies.



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Legal & Compliance

- Ensure compliance with state and federal laws, including the Tennessee Voluntary Healthcare Services Act and the Clinical Laboratory Improvement Act (CLIA).
- File the Annual Report for the State of Tennessee.
- Maintain SMLC's tax-exempt status for state sales tax and federal income tax.
- Oversee routine maintenance of clinic vehicles, warehouses, and equipment through volunteers or contractors.

Human Resources & Volunteer Management

- Supervise and support paid staff and volunteers.
- Oversee employee lifecycle management in consultation with the Diocesan Human Resources Office.
- Ensure employees and volunteers receive appropriate training and development opportunities.
- Maintain the SMLC employee handbook in alignment with the Diocese of Knoxville Employee Handbook.
- Integrate paid staff and volunteers to ensure seamless service delivery.
- Coordinate with the Volunteer Coordinator to maintain an adequate number of volunteers with essential skills, including drivers, translators, providers, and nurses.
- Coordinate an annual volunteer appreciation event and spiritual development opportunities.

Policy & Administration

- Ensure that the Clinic meets the legal requirements for the conduct of its business and affairs.
- Ensure compliance with SMLC by-laws and all Diocesan policies, including Safe Environment/Child Protection Policy.
- Recommend and implement policies governing SMLC's purpose, functions, and activities.

Operations & Logistics

- Coordinate purchasing and supply management to optimize cost-effectiveness.
- Work with the Nurse Manager to enhance training and elevate the level of medical care provided.
- Maintain administrative reports and statistical records for clinic operations.
- Conduct routine assessments and implement necessary improvements for clinic efficiency.
- Ensure appropriate insurance coverage for clinic operations.
- Develop and manage record-keeping policies in coordination with Diocesan Archives.

Other duties as necessary to ensure the clinic and office operates in an efficient manner.

Qualifications

- Bachelor's degree or higher.
- Practicing Catholic in good standing.
- Experience in healthcare administration preferred.
- Strong leadership and organizational skills.
- Excellent verbal and written communication skills.
- Strong interpersonal skills and ability to maintain confidentiality.
- Must pass a background check.
- Flexible scheduling, including occasional evenings and weekends.

Physical Demands

- Ability to sit and work at a computer for extended periods.
- Ability to lift up to 40 lbs.
- Ability to climb up to five steps repetitively.
- Capability to assist with the physical setup and takedown of the mobile clinic, including lifting, bending, squatting, and climbing ladders.

Benefits, Pay, Hours and Location

- Health, Dental and Vision Insurance
- Health Savings Account
- LTD, AD&D Insurance
- Pension AND 403(b)
- Paid Time Off

- 35-hour work week with exceptions. Some nights and weekends are required.
- Salary dependent on experience.

Current Location:

Chancery Office
 Diocese of Knoxville
 805 S. Northshore Dr.
 Knoxville, TN 37919

Future Location:

St. Mary's Legacy Clinic Offices
 10919 Carmichael Rd.
 Knoxville, TN 37932

For more information, visit our website: <https://www.smlcares.com>
 To apply, email your resume to mlentz@dioknox.org