

Executive Director
Greenland, New Hampshire

1. Organizational Profile

Located just outside of Portsmouth, NH, [Lovering Health Center](#) is an independent, 501(c)3 non-profit clinic dedicated to providing confidential, comprehensive and accurate sexual and reproductive health information and services in a supportive environment. Lovering Health Center provides gynecological care, wellness visits, and family planning services; medication and surgical abortions; gender-affirming hormone therapy for transgender, nonbinary and gender diverse patients; and STI/HIV testing, counseling, and treatments including PrEP, to more than 600 people of all genders, ages, and sexual orientations. Founded in 1980 as the Feminist Health Center of Portsmouth, a satellite to the Concord Feminist Health Center, Lovering Health Center continues to offer a feminist model of care, encouraging patient participation in health care choices and providing complete, accurate information, respectful counseling, and quality services that support those choices.

2. Position Summary

Lovering Health Center is seeking an experienced, authentic leader to fill the role of full-time Executive Director. This key role guides the health center staff, board, and volunteers in maximizing the Center's impact toward its mission to honor, respect, and advocate for the right of everyone to maintain freedom and choices regarding their own sexual and reproductive health. The Executive Director of Lovering Health Center leads this effort through ensuring the smooth operation and functioning of the clinic and strategizing toward this Center's sustainable future in collaboration with the Board of Directors. Primary responsibilities include maintaining quality medical services, a healthy financial status, positive staff morale, strong donor relationships, and implementing the strategic plan of the health center.

3. Principal Responsibilities

Strategic Leadership:

- Assesses the reproductive health needs of the Greater Seacoast New Hampshire, Maine, and Massachusetts community to identify impactful responses to improve health outcomes for the Center's patients and broader community.
- Develops and implements annual operational goals aligned with the organization's mission statement and strategic plan.
- Advances together with the Board of Directors, the execution of a long-range, strategic plan for the organization; monitors plan implementation and provides related reports to the Board of Directors.

Operations:

- Collaborates with the Center's Lead Provider, Medical Director, and Laboratory Director to promote high quality health care through the implementation of best practices and patient-centered policies.
- Provide oversight and support for staff, encouraging professional growth and job satisfaction.
- Assure that all appropriate legal, insurance, security and medical requirements for the operation of a non-profit ambulatory reproductive healthcare facility are met. Assure compliance with all regulations, laws, licenses, and annual inspections.
- Ensures the Center has appropriate technological, legal, security, clinical and office resources and equipment.

- Responsible for maintaining the facility and grounds of the clinic, which operates in a recently renovated New England farmhouse that provides a unique, warm healthcare environment

Fundraising and Development:

- Leads the organization and Board in activities relative to fundraising, grant writing, and donor stewardship.
- In collaboration with Community Outreach Director, maintain strong relationships with Lovering Health Center's community of donors, including asking, thanking, and stewarding donors.
- Writes and submits grant proposals to the State of New Hampshire as well as local and national charitable foundations. Tracks funding opportunities, contacts, and proposal and reporting deadlines.
- Raises awareness of the Center to expand the potential patient population, donor base, and community support.

Human Resources:

- Oversees human resources, administration and programs. Participates in team and staff meetings with the goal of improving communication, efficiency, effectiveness, and performance.
- Recruits and retains capable staff, physicians, and advanced clinicians.
- Hires, evaluates, and supervises all staff; directs all staff in the performance of their duties.

Finance:

- Partners with the Board of Directors to assure the financial health of the organization by generating program revenue through fees for services, grant writing, fundraising, and identifying and maintaining relationships with trusts and foundations.
- Creates the annual budget, oversees financial management of organization accounts, including payroll, financial statements, insurance coverage, and government requirements.
- Signs or directs the signing of contracts necessary for internal operations such as equipment leases and maintenance agreements, contractual employees, collaborative relationships with other healthcare providers and insurances.
- Collaborates with Board Treasurer; assists with monthly and annual financial reporting.
- Oversees current grants, researches and submits new grant proposals, and oversees all reporting to grantors.
- Establishes and maintains relationships with individual, government, foundation, and corporate funders.

Public Relations and Advocacy:

- Oversees outreach, community education, and/or advocacy efforts.
- Manages public, media, and community relations.
- Takes a leadership role within the local and larger health care and pro-choice communities.
- Represents Lovering Health Center in professional associations and/or memberships.
- Maintains awareness of and involvement in state and national reproductive and sexual health rights.

Governance:

- Leads the Board of Directors in visioning and planning.
- Functions as a liaison between the Board and staff.
- Produces an annual report to the Board of Directors capturing the Center's impact toward its mission.
- Provides monthly reports to the Board of Directors regarding progress toward organizational objectives, financial status of the organization and other issues of concern to the Board of Directors.
- Facilitates orientation and training for staff and assists the Board of Directors' Chair with orientation of new Board members.

- Keeps the Board informed on the condition of the organization and all critical factors that influence it.
- Provides support to Board committees and maintains Board records in collaboration with the Board Secretary.
- Performs any other tasks as needed to achieve the primary goal of the position and the goals of the health center.

4. Qualifications and Requirements

Education and Experience Requirements:

- A passion for reproductive justice, healthcare access, LGBTQ+ affirming care, and Lovering Health Center's mission
- Minimum 5 years' experience in a healthcare setting; minimum 3 years' experience in a healthcare management and/or administration role
- Experience with mission-driven nonprofits, working with a volunteer Boards of Directors, and non-profit organizational management and leadership best practices.
- Bachelor's Degree or Master's Degree.
- Must possess a valid driver's license.

Skills and Abilities:

- Excellent organizational, written, verbal, and interpersonal skills.
- Strong time management skills for multi-tasking and working under deadlines.
- Demonstrated interest in working within a feminist model of health care.
- Working knowledge of Microsoft Office and Google suites, EMR, LGL (or other donor database), QuickBooks and Box.
- Experience in an integrated health care setting, interdisciplinary teams, social justice-oriented advocacy and/or community organizing preferred.

5. Employee Benefits:

- Salary is commensurate with qualifications and experience
- A competitive benefit package offering 100% health insurance coverage, retirement plan with employer match, generous time off, and more.

Applications will be accepted until the position is filled. Interested candidates may submit their application form (see following pages), cover letter and resume to the Search Committee at Chair@jglhc.org



www.joanglovinghealthcenter.org

559 Portsmouth Ave.
P.O. Box 456
Greenland, NH 03840

chair@jglhc.org
(603) 436-7588

APPLICATION FOR EMPLOYMENT

Mission Statement

The Loving Health Center is dedicated to providing confidential, comprehensive and accurate sexual and reproductive health information and services to all in a supportive environment. It is our passion to honor, respect, and advocate for the right of everyone to maintain freedom and choices regarding their own sexual and reproductive health.

How did you hear about this position?

- | | |
|---|---|
| <input type="checkbox"/> Loving Employee Referral | <input type="checkbox"/> Loving Board Member Referral |
| <input type="checkbox"/> Loving LinkedIn | <input type="checkbox"/> NH Center for Nonprofits |
| <input type="checkbox"/> ME Association of Nonprofits | <input type="checkbox"/> National Abortion Federation |
| <input type="checkbox"/> ReProJobs | <input type="checkbox"/> Nurses for Sexual Health |
| <input type="checkbox"/> Indeed.com | <input type="checkbox"/> Other _____ |

(Name of Source)

PERSONAL INFORMATION

Position applied for: Executive Director		Date:
Last Name:	First Name:	Pronouns:
Licensure/Certifications:		
Street Address:		Phone:
City:	State:	Zip:
E-Mail Address:		
Have you ever applied for employment with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, Month & Year:
Have you ever been fired from a job? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If offered the position, will you complete and pass criminal background checks? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If offered the position, will you be able to furnish proof that you are eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Date Available to Begin Work:		Minimum Salary Requirement: \$ / hour OR \$ / year

EMPLOYMENT REFERENCES

Please list names, titles and contact information for three business/work references. These references should be professional references. Please do not list personal friends, relatives or providers:

Name and Title	Telephone and Email	Relationship and Organization

PROFESSIONAL MEMBERSHIPS

Please list professional, business or civic associations and any offices held related to the position that you're applying for:

Organization(s)	Office(s) Held

The information I have provided on this application (including resume and cover letter) is accurate and complete to the best of my knowledge and subject to validation. Any withholding of information or making false or misleading statements or omission on this application may result in rejection of employment, or if employed, termination of employment.

In connection with my application for employment with the Lovering Health Center, I hereby authorize the Lovering Health Center to contact the professional references provided by me, for the purposes of establishing and verifying information related to my dates of employment, reasons for termination of past employment, educational and professional credentials, skills, experience, abilities, work habits, character and other related information.

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Applicant Signature

Date

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Print Name