

Open Door Clinic Program Manager- Full Time

The Open Door Clinic Program Manager oversees the daily operations of Open Door Clinic, including goal setting, budget management, fundraising, grant administration, staff leadership, and program evaluation. This role collaborates with the Board and partners to provide free healthcare services, prioritizing the needs of indigent and uninsured residents of Alamance County while emphasizing reducing healthcare barriers, addressing disparities, and promoting health equity.

Manages daily practice operations, providing guidance, training, and support to staff, ensuring the smooth functioning of the Open Door Clinic, and stepping in when necessary to maintain operations, leading to efficient and effective healthcare delivery to patients in need.

Collaborates with the Board of Directors to develop and execute strategic plans, leading the agency within the allocated financial budget, maintaining regular communication with the Board Chair and Medical Director to address key issues, and ensuring alignment with the clinic's mission and goals.

Secures financial support for the Open Door Clinic by researching, developing, and submitting annual grant applications, implementing a robust fundraising process that involves relationship-building, cultivation, and organizing annual events, ensuring the financial stability and growth of the clinic.

Administers financial resources within budgetary guidelines, overseeing the annual budget, coordinating with the CPA for audits and taxes, maintaining accurate financial records, managing bank accounts, accounts receivables, and cash flow, and submitting invoices and financial documents promptly to ensure accurate and up-to-date financial reporting.

Develops new services and referral pathways to enhance patient access to health and wellness resources, collaborates with other service providers and partners to facilitate appropriate referrals to community resources and specialty providers, expanding the reach and impact of the clinic's services in the local community.

Performs other duties as assigned.

EDUCATION:
Required: Associate's Degree

EXPERIENCE:
Required: 5 Years

LICENSURE/CERTIFICATION/REGISTRY/LISTING:

Equal Opportunity Employer At Cone Health, we strive to create a welcoming atmosphere that celebrates a diverse and unique workforce. We believe in offering equal opportunities for employment to all applicants and employees, regardless of their race, religion, age, sex, sexual orientation, gender identity, veteran's status, ethnicity, national origin, disability, color, or any other characteristic protected by law. Our hiring and employment choices are based on each individual's qualifications, skills and performance. We believe that by embracing the diversity of our team, we can better serve our patients, communities and each other.