

**Executive Director**  
[ACORN Dental Clinic](#)  
Brooker, FL 32622

**Job Announcement Position:** Executive Director for a non-profit rural dental clinic;  
Reports to Board of Directors

**Location:** Northern Alachua County, 25 minutes from Gainesville, FL

**Description:** The Board of Directors for ACORN Dental Clinic seeks a highly motivated and energetic professional for the Executive Director of ACORN Dental Clinic, a non-profit, full-service and affordable dental clinic located in rural Alachua County. The responsibilities are described below and include the management of all administrative, personnel, fiscal, fundraising, grant writing and operational aspects of the clinic's business, program, and day-to-day activities. The Executive Director reports to a governing Board of Directors, which includes representatives from the community, academic, non-profit, and healthcare sectors.

## **RESPONSIBILITIES**

### **Business Management**

#### **Leadership:**

- Establish and maintain strong collaborative partnerships with healthcare professionals, health and social service safety net agencies, related community agencies, state agencies, and educational institutions.
- Promote the mission of the ACORN Dental Clinic with local, state, and national officials and at events.
- Participate in community-based public health planning with local and state policy makers and the public.
- Develop new partnerships and funding resources (e.g., grants, contracts, fee for service) to support the ACORN Dental Clinic and ensure its sustainability and ability to implement its mission and goals.
- Maximize the use and skills of volunteers in supporting the mission.

#### **Fiscal:**

- Develop and manage an annual budget approved by the Board of Directors; provide monthly update reports.
- Ensure fiscal accountability through accounting controls, annual audit, monthly periodic financial updates, and compliance with requirements of grants and contracts.

#### **Human Resources:**

- Maintain personnel policies and procedures that are current and have periodic review by HR consultant.

- Collaborate with first line supervisors to hire, supervise, provide annual reviews, and support the growth and professional development of staff.
- Oversee payroll, benefits plan, and other personnel administrative responsibilities including team building opportunities, etc.

### **Operations:**

- Plan, organize, direct, and evaluate the clinic’s programming, day–to-day business operations, and building maintenance.
- Ensure regulatory compliance including licensure and required training and professional development in coordination with clinical leadership team.
- Effectively communicate with and support clinical leadership team in establishing and meeting agency goals and objectives.
- Implement public-facing media plan and communications targeting ACORN Dental Clinic supporters.

### **Board of Directors**

- Report to the Board of Directors through regular communications and regularly scheduled Board meetings.
- Assist with the recruitment of new Board members.
- Identify policy issues requiring Board decision making.
- Prepare and implement long-range strategic planning process including updates.

## **MINIMUM EXPERIENCE AND Preferred QUALIFICATIONS**

### **Qualifications**

- Demonstrated success in a leadership capacity as a visionary and strategic thinker.
- Proven administrative skills including employee supervision and team-building.
- Experience in fiscal management and program operations including budgeting and fundraising experience.
- Excellent internal and external communication skills, both written and oral.
- Evidence of ability to work well in collaborative partnerships.
- Demonstrated success in program development.
- Demonstrated success and experience in grant writing and grant management.
- Healthcare knowledge particularly in dental care and public health.
- Experience in community engagement and policy advocacy.
- Commitment to the social impact and passion for the mission of ACORN Dental Clinic.
- Requires a Level 2 background clearance.

### **Degree and Area of Specialization**

- Bachelor's or Master's degree in dental-related area, public health, health-related non-profit management, business, or related field with minimum of 4-5 years of progressive responsibility in a management or leadership role.
- Extensive experience may be substituted for degree area.
- Professional experience in a health-related organization or community-based non-profit is preferred.

## **COMPENSATION**

32 hr/week salary between \$60,000 and \$70,000 annually based on work experience, education, and demonstrated ability to fulfill responsibilities associated with this position. ACORN Dental Clinic offers a generous benefits package including health insurance, unemployment and workers compensation, life insurance and contributions to a retirement plan. Bonus plan eligible.

### **Application Requirements:**

- Submit a cover letter, resume and three professional reference letters
- [management@acornclinic.org](mailto:management@acornclinic.org)
- Position Open: December 14, 2023
- Deadline for Receipt of Applications: Open until filled

**Job Type:** Full-time (32 hours/week, M-Th)

**Salary:** \$60,000.00 to \$70,000.00/year

### **Experience:**

- Administrative: 4 years (Required)
- Fiscal Management: 4 years (Required)
- Grant Writing and Management: 4 years (Preferred)
- Internal and Public Facing Communication Skills: 4 years (Preferred)
- Work history with professional volunteers (Preferred)
- Rural communities: 1 year (Preferred)

### **Education:**

- Master's Degree (Preferred)

### **Additional Compensation:**

- Bonuses

### **Work Location:**

- One location

**Benefits:**

- Health insurance
- Retirement plan
- Paid time off
- Flexible schedule
- On site dental services