

Beacon Clinic

Executive Director Job Description

About Beacon Clinic

Beacon Clinic's mission is to inspire hope, health, and well-being by providing high-quality, culturally competent, free, faith-based primary healthcare to underserved and uninsured adults in the Greater Harrisburg Area.

The clinic is committed to expanding access, strengthening financial sustainability, and building the operational capacity needed to serve more patients without compromising quality, dignity, or compassion.

Position Summary

The Executive Director provides overall leadership, strategy, fundraising, community representation, and operational oversight for Beacon Clinic. This is a salaried, hybrid position (in-office during clinic hours, key meetings, and events).

This position requires a mission-driven leader who can balance strategic vision with hands-on management in a volunteer-supported healthcare environment. The Executive Director will work closely with the Board, staff, volunteers, donors, healthcare partners, community organizations, and faith-based partners to advance the clinic's mission and ensure high-quality services for patients.

Key Responsibilities

1. Leadership and Governance

- Lead Beacon Clinic's mission, strategy, priorities, growth, and long-term sustainability.
- Collaborate with and report to the Board of Directors.
- Identify opportunities to expand access, improve services, and strengthen partnerships.

2. Fundraising and Financial Oversight

- Lead all fundraising efforts and build relationships with foundations, corporations, churches, healthcare organizations, and community partners.
- Monitor budgets, expenses, payroll, reimbursements, financial controls, and audits.

3. Clinic Operations and Team Leadership

- Oversee clinic operations, facilities, vendors, supplies, scheduling, and administrative systems.

- Ensure patient-centered services, regulatory compliance, and required documentation.
- Recruit, supervise, and support staff and volunteers.

4. Community Engagement and Communications

- Serve as the clinic's primary spokesperson, build community partnerships, and oversee all communications methods.
- Represent Beacon Clinic at meetings, events, coalitions, public forums, and media opportunities.

Qualifications

- Bachelor's degree in healthcare administration, business, nonprofit management, public administration, or a related field; equivalent combination of education and experience considered.
- At least three years of progressively responsible leadership experience in nonprofit, healthcare, community-based, or related settings.
- Demonstrated ability to think strategically, exercise sound judgment, make ethical decisions, and manage multiple priorities independently.
- Strong written, verbal, interpersonal, public-speaking, and relationship-building skills.
- Ability to maintain confidentiality and comply with applicable healthcare, workplace, and organizational requirements.
- Knowledge of the needs and barriers faced by underserved and uninsured populations preferred.
- Experience in a free clinic, nonprofit, community health, volunteer-supported, faith-based, or similarly mission-driven environment preferred.
- Familiarity with Pennsylvania healthcare or nonprofit requirements and common organizational systems preferred.
- Commitment to equitable healthcare access and to serving every patient with dignity and respect, in alignment with Beacon Clinic's faith-based mission.

Compensation and Benefits

- \$75,000 per year; negotiable.
- Four (4) weeks of PTO per year (includes sick days).
- Cell phone (basic services) and mileage reimbursement.

Equal Opportunity Statement

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Contact:

Dr. Ivy Buchan, Invoke Nonprofit Consulting, to submit your resume by October 16, 2026.

ivy@invokenonprofit.com

Subject line: Beacon