



Conejo

FREE CLINIC

**Executive Director
OPPORTUNITY PROFILE**



Consultants for Leadership Selection



Overview

The Conejo Free Clinic (CFC) is a leader in the non-profit safety net for low-income, uninsured, and underinsured adults and children in Ventura County and North Los Angeles County.

The CFC's all-volunteer team is the foundation of our patient care delivery system, consisting of over 100 physicians, nurses, dentists, dental specialists, attorneys, Private Practice Partners, and support staff. All team members generously contribute their personal time and professional expertise. The quality of CFC care is highly respected because of this network that leverages optimal access to care for the best possible patient and client outcomes.

Team members come from Los Robles Hospital, Amgen, Kaiser Permanente, UCLA, private practice, and the Ventura County Bar Association.

Mission

The Conejo Free Clinic's mission is to serve Ventura County and North Los Angeles County and surrounding communities as a quality resource in promoting and providing access to medical care, dental care, legal and advocacy services to individuals who would not otherwise receive such care and services.

Vision

A Ventura County and North Los Angeles County community where medical care, dental care, advocacy, and legal services are available to those in need resulting in improved community wellness and quality of life.

History

The Conejo Free Clinic was founded in 1976 and for over forty-five years has been providing legal and medical services to those in the community who may, for a variety of reasons, have no access. These are the people who fall through the cracks — they cannot qualify for public services and yet cannot afford them on their own. They include the uninsured and the underinsured in our community. In 1998, the Conejo Free Clinic moved to its current location in the City of Thousand Oaks Community Conscience building. The building houses a variety of social service agencies that are committed to making services available to needy residents in the Conejo Valley. In 2018, to meet increasing community demand, the clinic completed construction of a new state-of-the-art Dental Clinic. Patients are offered dental exams, digital x-rays, cleanings, fillings, simple extractions, and anterior root canals. The Conejo Free Clinic continues to evolve to meet the needs of the community, most recently building a Private Practice Partners program to extend the level of treatment provided to those in need.

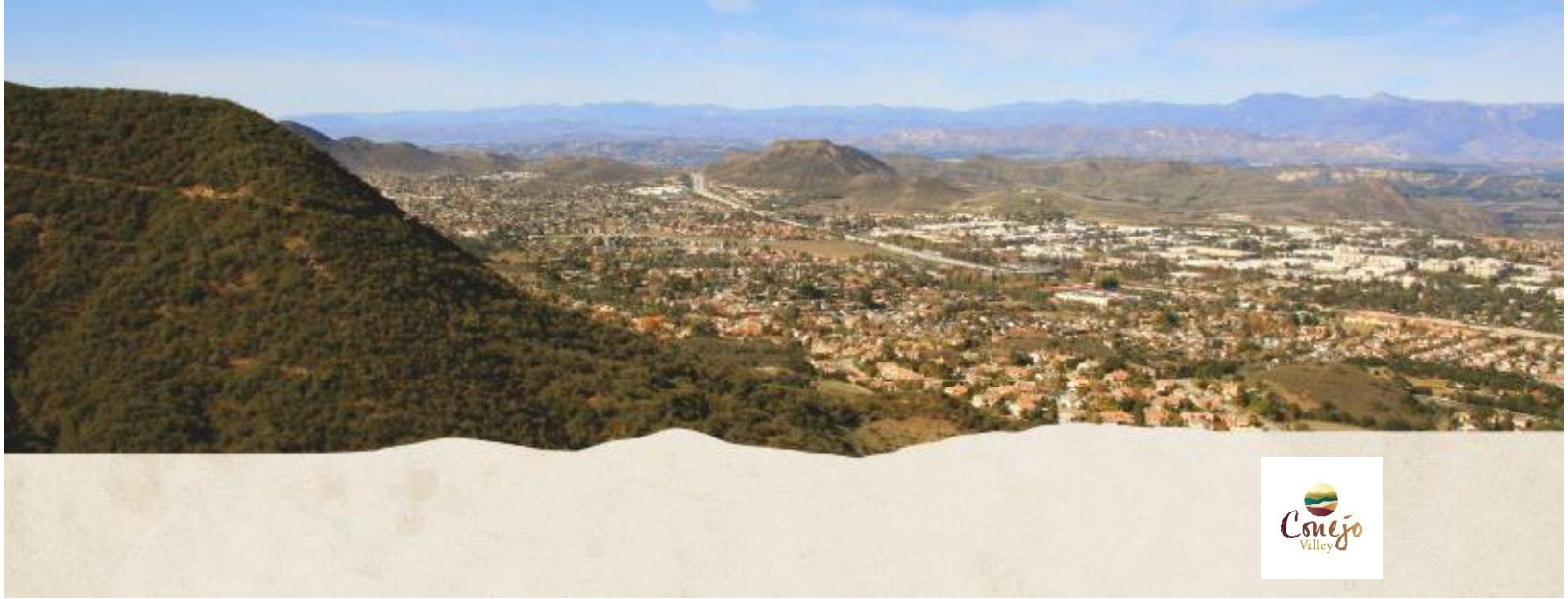


Conejo Free Clinic at a Glance

- 501(c)(3) non-profit registered and licensed with the state of California.
- Medical staff and volunteers are covered under the Federal Torts Claim Act Malpractice insurance.
- Over 100 volunteers and 29 Private Practice Partners providing services to the community.
- Average revenue growth of 9% over the past 15 years.
- Consistent history of meeting or exceeding budget.
- Average Board tenure of 11 years.
- Over 2,200 Sq Ft of rent-free space provided by Community Conscience, a nonprofit host for 15 organizations.
- The Conejo Free Clinic Legal program is endorsed by the Ventura County Bar Association.
- Named “2020 Nonprofit of the Year” by the local Greater Conejo Valley Chamber of Commerce.
- Earned a 2022 Gold Rating from the National Association of Free & Charitable Clinics (NAFC) Quality Standards Program.

For more information about Conejo Free Clinic please visit:

<https://www.conejofreeclinic.org/>



About the Conejo Valley

The Conejo Valley encompasses Southeastern Ventura County and part of Northwest Los Angeles County in Southern California. It is comprised of Thousand Oaks, Newbury Park, Westlake Village, Oak Park, Agoura Hills, Lake Sherwood, and a portion of Calabasas.

The City of Thousand Oaks is a premiere community recognized for being one of the most desirable places in all of California to live, work, recreate, and raise a family.

The valley's 1850+ square miles are developed with a well-balanced mix of residential areas, leading public and private schools, commercial, business, and industrial centers, modern shopping areas, and open space and green belt areas totaling over 12,000 acres.

Visit [Conejo Valley](#) for more information.

Culture

The Conejo Free Clinic is renowned as the primary source for top-quality medical, dental, and legal assistance in the Thousand Oaks community and beyond. The culture at CFC is best described as "solution oriented." With a sterling reputation countywide, the team prioritizes collaboration, effective vision development, and the empowerment of competent individuals to carry out their roles. The team operates with an entrepreneurial spirit, necessitating a level of independence. Comprised of hardworking, closely-knit members, they are highly motivated and committed to executing their work with excellence, embodying a culture of "all hands helping." Ensuring mutual respect and dignity among team members is paramount to fostering a healthy climate. This position requires a team player who values both people and processes, capable of leading and earning the respect of others. The ideal candidate will be hands-on, high-energy, and self-starting, demonstrating an action-oriented and proactive approach while maintaining a healthy work-life balance.

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"The Conejo Free Clinic is proud to honor the UCLA School of Dentistry Residency. This esteemed residency is allowing the clinic to treat more patients and provide additional advanced and specialty dental treatment free of charge to the underserved of Ventura County. Our special thanks to Thomas K. Lee, DDS, Associate Clinical Professor and Director, Advanced Education in General Dentistry, UCLA School of Dentistry; and to the Pozzi Family in Camarillo for its five-year leadership pledge to the program made in memory of Bruno Pozzi."

Sheri Jo Perdomo, RDA
CFC Dental Clinic Manager

UCLA School of Dentistry

Left to right: Dr. Thomas Lee, Dr. Katrine Minasyan, Dr. Kiara Elner, Lelia Farrohi and Sheri Jo Perdomo

What others say about serving at the Conejo Free Clinic and expectations for the new Executive Director

- *The clinic has an incredible reputation in the community.*
- *It's a wonderful clinic with caring volunteers.*
- *We are compassionate, supportive and have a roll up your sleeve and pitch in culture.*
- *A commitment to providing compassionate care to individuals regardless of their status or personal circumstances.*
- *There is a common sentiment of doing good for others.*
- *Our clients often experience poverty, do not speak English, and may not have had medical care...serving them is an honor and privilege.*



- *Sometimes we must hear hard news...and not stress or react.*
 - *The Board gets along well, is pulling in the same direction, and is very devoted with strong continuity.*
 - *Our volunteers are highly committed, yet we need to recruit more.*
 - *The ED will have to wear a lot of hats, understand strategy, operations, and be the face of the organization.*
- *The ED must be outward facing without losing the ability to lead and empower the team.*
 - *It will be crucial that the ED communicates well and understands the Board's goals and the job expectations. An ability to manage-up as well as be led by the Board.*
 - *The ED must be comfortable with ambiguity, leading during stressful situations, and having a calm, thoughtful approach.*
 - *Our medical/dental volunteers are the brightest, best trained, and experienced doctors...the ED must be able to forge strong relationships with highly accomplished leaders.*



“A commitment to providing compassionate care to individuals regardless of their status or personal circumstances.”

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<https://www.conejofreeclinic.org/>

Position Overview

Working closely with the Board of Directors, The Executive Director of Conejo Free Clinic is a dynamic leadership role responsible for overseeing and managing all facets of daily operations, ensuring the organization's mission and vision is fulfilled. We are looking for someone who has proven leadership, financial acumen, donor engagement, strong collaboration instincts, and can be the face of the organization in the community. They must have a strong sense of integrity and professionalism, value collaboration and team building, and lead by example.

Primary Role & Responsibilities

- Principle leader of the clinic's mission and annual operating plan including finance, fundraising, marketing, grantmaking, infrastructure and legal.
- Ensure ongoing day-to-day operations and logistics for medical, dental, and legal clinics.
- Actively engage the clinic's staff, volunteers, board members, event committees, alumni, partnering organizations and funders.
- Work with Director of Development to engage current donors and inspire new donors for an array of innovative Clinic services.
- Assist the staff and volunteers as needed to maintain existing operations. Identify resource gaps.
- Develop, maintain, and support volunteers, staff, and Board. Identify and nurture talent, build strong relationships and inspire excellence.
- Exhibits strong skills in external and interpersonal communication, public speaking, writing and effective public/media relations.
- Oversee to deepen and refine all aspects of communications-from web presence to external relations with the goal of creating a stronger awareness in the community.
- Provide leadership oversight to the development and execution of the annual fundraising calendar, with clear quarterly goals and well-defined outreach and partnership activities.
- Work with Director of Development to expand local revenue generating and fundraising activities to support existing program operations.
- Lead the Board in developing, refining, and implementing strategic plans and goals, tracking progress against Key Performance Indicators (KPI's) to achieve the clinic's mission.

A dynamic leadership role responsible for overseeing and managing all facets of daily operations, ensuring the organization's mission and vision is fulfilled.

Ideal Qualifications

- Bachelor's degree in a relevant field, 5+ years of senior leadership experience overseeing multiple levels of staff including management roles.
- Experience managing a budget of \$600,000 or more.
- Experience in nonprofit leadership a plus.
- Clinic and/or medical/healthcare background considered advantageous.

- Ability and willingness to serve as the organizations' spokesperson (in essence, being the Marketing Director or Community Affairs Director).
- Demonstrated experience in fiscally sound business and budgetary management, including value creation through strategic transactions and/or operational improvements.
- Evidence of developing and implementing strategy, being a strategic thinker, planner, and executor with an inclusive operating style that encourages engagement.
- Understanding or willingness to gain knowledge of philanthropy, fundraising, grant writing, or other resource development.
- Demonstrated success in building a team by leading, encouraging, attracting, engaging, and developing talented staff.
- Ability to develop new programs, review and enhance existing programs, and broaden engagement in the communities served.
- Knowledge of the communities served and a demonstrated ability to develop and strengthen community relationships.
- Proficient computer skills (EMR/Athena experience a plus)

Ideal Personal Qualifications

- High initiative – a self-starter.
- Willingness to reach out to professionals with more experience and knowledge as needed.
- Well-developed interpersonal skills, superb oral and written communication skills.
- Ability to listen and present ideas clearly and persuasively to diverse audiences.
- Eagerness to serve with humility, generosity, and kindness.
- Capacity and aptitude to learn and explore best practices and new information.
- Goal oriented – likes to produce tangible results and exceed expectations.
- Driven to improve processes and utilize technology.
- Comfortable in a dynamic/entrepreneurial environment.
- Strong in E.Q. (emotional quotient), ability/willingness to understand others, adjusting the approach to maximize the relationship.
- Able to demonstrate effectiveness with diversity in terms of gender, race, culture, and religion; grace centered, with an even and optimistic temperament.
- Open and personally approachable, empathetic, caring; an effective mentor.
- Ability to accept constructive criticism in a respectful, open, and interactive manner.
- A winsome and articulate ambassador to our donors and community at large.
- A strong decision maker possessing sound judgement.
- Exhibit integrity in professional and personal life.
- Bilingual/Spanish speaking preferred.

Eagerness to serve with humility, generosity, and kindness.

The Search Process

If you, or someone you know, have interest, and meet most of the qualifications described in this profile, please contact us, or recommend that person for consideration, and/or forward this information to them. Thank you.

Send resume to the contact below.

Names will be treated discreetly, and candidates should be assured that their inquiries will be treated with the utmost confidentiality.

The Conejo Free Clinic is an equal opportunity employer and does not discriminate based on race, age, color, gender, national origin, religion, familial status, veteran status, or disability.

We fully respect the need for confidentiality of information supplied by interested parties and assure them that their backgrounds and interests will not be discussed with anyone, including our client, without their prior consent, nor will reference contacts be made until mutual interest has been established.

For further information on this position, please contact:

Tim Bernstein, President
Ardent Search Company
tim@ardentsearchco.com
(805) 778-1777
[LinkedIn | Tim Bernstein](#)

