

Job Summary

VHOCC is seeking an Executive Director to provide leadership and management to ensure the organization's goals and operations align with its mission and values. The Executive Director will work with the Board, employees, volunteers, and members of community to develop and execute VHOCC's strategy while continuing to provide an exceptional level of service and support to clients and their families in the community. Responsibilities include administrative oversight and operations management, consisting of staffing, budgeting, policy making, as well as organization-wide community outreach, marketing, and fundraising efforts.

Qualifications

The ideal candidate is people-oriented, approachable, with a gentle heart, steady hand, and a business mindset to successfully carry out the needs of our growing organization while never losing sight of our caring mission. A master's degree in Health Administration, Public Administration, or related field; or a master's degree in Nursing, with emphasis on end-of-life care, preferred.

Organization Profile

Volunteer Hospice of Clallam County (VHOCC) is a 40-year local, independent, non-profit hospice located on the beautiful Olympic Peninsula in northwest Washington State. Since its inception in 1978, all services have been provided free of charge to patients and their families, without any billing to government agency or insurance company. Instead, VHOCC relies on private donations, few grant awards, a large volunteer base, and a small paid staff comprised mostly of RNs.

Contact

Ed Hopfner, M.D. at 360-457-7643 or Sally Featherstone, MN at 425-419-3803 to obtain more information and request a complete job description.