

## Board of Directors

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Board Member

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Board Member

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Board Member

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Board Member

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Board Member

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Board Member

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Board Member

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Board Member

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Board Member

## Staff

**Erica Wood, LPCC**  
Executive Director

**Melissa Mason**  
Development Director

**Nicole Steffanni, LPN**  
Director of Nursing

**Judy Sweatland**  
Program Coordinator

**Taylor Hyatt**  
Program Assistant

Grace Clinics of Ohio, Inc, a non-profit organization with two faith-based free medical clinics, would like to announce a full time job opening of Executive Director. Interested candidates should email their resume and a cover letter to [info@graceclinicweb.org](mailto:info@graceclinicweb.org).



**Grace Clinics of Ohio**  
YOUR NEIGHBORHOOD FREE MEDICAL MINISTRY

**Executive Director:** This position has an immediate start date and reports to the clinic's Board of Directors. The Executive Director will be responsible for the general oversight of clinic operations, including;

- Ensuring that the organization is well managed in carrying out its mission of "Sharing the Good News of Jesus and helping patients experience God's love while delivering free healthcare to the underserved of Central Ohio."
- Working closely with the Board of Directors, staff members, and volunteers to develop and carry out a strategic plan for the organization
- Interpreting the mission of the organization to the community through direct involvement, public relations programs, personal contact, descriptive program literature, and work with the media.
- Assisting in the preparation of the annual budget, overseeing that management of income and expenses, and financial reporting to the board, grantees, and auditors
- Assessment of programming to determine program effectiveness and areas of needed expansion or revision
- Developing grants and other funding applications and helping to implement fundraising plan
- Assuring the development and implementation of policies and procedures
- Oversight and supervision of clinic staff and volunteers

The hours are flexible for this position but will include availability at evening and weekend clinics. Applicants should have excellent communication skills, be able to work effectively in a collaborative environment, and be a self-starter. The employee must be proficient with word processing and spreadsheet software and cloud-based software. Medical and/or non-profit experience preferred. There is a possibility for the employee to complete some of their duties from home

**For questions about this position or to apply, email resume and cover letter to [info@graceclinicweb.org](mailto:info@graceclinicweb.org).**

*Everyone experiences the grace of God through the gift of free healthcare.*

**Grace Clinic Delaware | Hardin Clinic: Grace in the City**  
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[info@graceclinicweb.org](mailto:info@graceclinicweb.org) • 740-816-6955

Grace Clinics of Ohio, Inc. is recognized as a public charity exempt from Federal Income Tax under IRS section 501 (C)(3). Contributions made to Grace Clinics of Ohio, Inc. are tax deductible.

