
Position Title: Executive Director
Classification: Exempt
Supervisor: Board of Governors

Summary

The Executive Director serves as the chief executive officer for the Society. The Executive Director works in collaboration with the Board of Governors to provide leadership, to set the goals and objectives for the Society, establish financial oversight and direct resources to achieve strategic objectives. This position requires the candidate to work from home.

Experience, Education, and Skills

1. Bachelor's degree required. Master's degree encouraged but not required. Association management experience preferred and medical related association management experience ideal.
2. Strong leadership, communication and customer service skills. Ability to effectively collaborate with diverse groups of people.
3. Some accounting and financial experience/oversight required.
4. Event/meeting planning, contract negotiation and budget preparation experience a must.
5. Must have ability and desire to work independently and make sound business decisions for the good of the organization.
6. Technologically savvy and willing to learn systems including, but not limited to database and website management.
7. Proficient in use of Microsoft Office Suite.
8. This position requires the candidate to work from home. Excellent internet and cell coverage are required to be successful.
9. Must have reliable transportation and willingness to travel throughout the state. Out of state travel to conferences also required.
10. Ability to run Zoom meetings/webinars.

Optional or Preferred skills

Certified Meeting Professional or Certified Association Executive
Graphic design capabilities
Knowledge of osteopathic profession and/or family medicine
Knowledge of healthcare policy
Knowledge of managing Continuing Medical Education

Essential Responsibilities

1. Full meeting planning/development, implementation, and post meeting duties for the Winter Family Medicine Update and other educational activities as planned by the Board of Governors and committees.
2. Complete CME reporting to the AOA, prepare for CME audits, and stay abreast of ongoing CME issues.
3. Design annual membership renewal communications.
4. Develop all social events meant to engage membership and attract new members.
5. Website and database management, including knowledge of all functionalities of the platform.
6. Coordinate all Board of Governors and committee meetings. Prepare and record minutes.
7. Work with Board of Governors in creating and implementing a strategic action plan.
8. Work closely with the student clubs to develop on campus events and workshops.
9. Presenting to various family medicine residency programs, and other organizations to bring awareness of the organization to those groups.
10. Coordination of volunteers and/or committees for Society functions.
11. Communicate regularly with President of Society and Committee Chairs as needed.
12. Manage the finances of the Society including annual budget development and oversight as well as monthly reporting to the Board.
13. Basic bookkeeping to include collection and deposit of dues and other revenue, process payables/disbursements and keep online accounting software accurate and up to date.
14. Liaison to the ACOFP and attend national ACOFP or other annual meetings as necessary.
15. Keep abreast of state and national healthcare policy. Prepare letters of comment for the Society and resolutions to the ACOFP Congress of Delegates, as directed by the Board.
16. Marketing and promotion of the Society.
17. Evening and weekend meeting availability are a must.