



## **Position Announcement: Executive Director**

**Doctors for America seeks a dynamic Executive Director who can oversee and participate in all aspects of the organization.**

The ideal candidate will bring strong administrative and operational skills; experience with building external relationships and fundraising; and the ability to clearly communicate and engage internally and externally with staff, board, members, the broader community, media, and strategic partners.

If you are a skilled leader, manager, and communicator who thrives on collaborating with stakeholders; who sees the vision for inspiring, mobilizing, and empowering physicians and others in health care; and whose driving passion is to make positive change in health care and public health, we encourage you to apply.

### **About the organization:**

Doctors for America (DFA) is a 501(c)(3) non-profit organization that is one of the most influential health advocacy training organizations in the country, and the only one solely focused on grassroots organization of physicians and medical trainees. Founded in 2009, DFA mobilizes doctors and medical students to be leaders in putting patients over politics on the pressing issues of the day to improve the health of our patients, communities, and nation.

With a network of over 20,000 clinicians in all 50 states, it has played a major role in the passage and implementation of the Affordable Care Act, protecting and expanding Medicaid, advocating for prescription drug affordability and gun violence prevention, and addressing the social determinants of health.

### **Position description:**

The Executive Director provides overall leadership for the organization. Reporting to the Board of Directors and working with the Board to establish organizational strategy and priorities, the ED:

- 1) hires and supervises staff
- 2) mobilizes, supports, and manages volunteer leaders and members,
- 3) raises funds and ensures their effective management,
- 4) directs development of organizational infrastructure and processes, and
- 5) represents the organization to policymakers, partners, and diverse stakeholders.

### **Key Responsibilities:**

#### **Program Management**

- ❖ Develop effective campaign plans, metrics, and asks.
- ❖ Communicate clearly to leaders and members (and external parties).
- ❖ Provide leadership in developing and implementing programs and strategies that help the organization achieve its vision and mission.

- ❖ In collaboration with Board and member volunteers, design, organize, and implement an annual National Leadership Conference.
- ❖ Effectively manage grant resources and staff

### **Fundraising**

- ❖ Oversee fundraising/development.
- ❖ Secure new and diversified sources of funding.
- ❖ Accountability for securing resources needed to support the organization's mission and strategic plan through grant writing, annual campaigns, events, sponsorships, and donor cultivation and stewardship.

### **Volunteer leadership recruitment, development, and collaboration**

- ❖ In collaboration with the Board, proactively recruit and manage leaders for each initiative and campaign.
- ❖ With Board assistance, ensure that DFA leaders have the training, coaching, support, and authority needed to fulfill their responsibility.

### **Membership recruitment, engagement, activation, and training**

- ❖ With Board assistance, develop and implement a program designed to identify, recruit, and engage new members and physician advocacy groups.
- ❖ With Board assistance, empower members to become activist leaders by identifying the needs in their communities, states, and nationally that align with DFA's vision and mission.
- ❖ Provide members with the tools and training they need to become successful advocates via lobbying, LTE's, op-eds, or media contact.

### **Board Relations**

- ❖ Partner with the Board of Directors and its designees in developing strategic, financial, and business plans, including formulation and implementation of organizational policies and execution of strategic initiatives.
- ❖ Continuously evaluate organizational performance.
- ❖ Assist the Board Chair in the preparation of agenda for meetings, workshops, etc.
- ❖ Work with the Board Chair to provide governance and other trainings to Board members to help to ensure the Board is engaged and supported.
- ❖ Participate actively in all Board meetings and activities and function as a voting member in all Board decisions.

### **Financial Management**

- ❖ Assure adequate security, control and accounting of funds, including developing and maintaining sound financial practices with monthly/annual accounting statements.
- ❖ Work with the Board leadership to prepare an annual budget, and ensure that the organization functions within its financial guidelines and limitations.
- ❖ Ensure the organization meets all grantor/funder requirements.
- ❖ Ensure maintenance of updated financial records, documents, business licenses, registrations, certifications and insurance policies.

### **External Relations**

- ❖ Be prepared to represent DFA to external stakeholders and press.
- ❖ Build relationships and maintain existing relationships with stakeholders at the federal level

## **Human Resources Management**

- ❖ Implement legally compliant personnel policies and practices in employee recruitment, compensation program, performance management and disciplinary process, hire/termination process, employee relations and employee benefit programs.
- ❖ Provide leadership and direction to staff
- ❖ Maintain consistent application and compliance with state and federal regulatory requirements and compliance reporting.

### **Requirements & Preferred Qualifications:**

- ❖ Doctors for America is an equal opportunity employer and invites individuals who bring a diversity of cultures, experience, perspectives, backgrounds, and ideas to apply.
- ❖ Prior experience with health care policy, advocacy, legislative staff, nonprofit management, fundraising, organizing background, or media are preferred.

### **Requirements:**

- ❖ This position is remote but requires some reimbursed national travel.
- ❖ Required Education, Job Knowledge, Skills and Abilities:
  - The requirements listed below are representative of the education/experience, job knowledge, skills, and/or abilities required, with or without accommodation, to satisfactorily perform the job requirements.
- ❖ Education/Related Experience:
  - BS/BA
  - 5 to 7 years of nonprofit or commensurate work (time in graduate degree education will be considered)
- ❖ Knowledge/Skills/Abilities:
  - Effective leadership traits, abilities and experience.
  - Experience running issue advocacy campaigns.
  - Experience working with a board of directors or other decision making bodies.
  - Experience working with coalitions.
  - Experience working with the media
  - Experience working on fundraising, grant procurement, and grant administration.
  - Excellent written and oral communication skills and team building proficiency; research and report writing, business-related social interaction and networking expertise.
  - Excellent time management and problem solving skills. Ability to effectively and efficiently utilize time, equipment and materials, a strong sense of job responsibility and self-motivation as well as consistent ability to effectively detect and resolve problem areas and situations.
  - Proficient level knowledge of computer and software utilized for job duties and activities.
  - Excellent ability to lead, coordinate, and communicate with multiple distant teams of staff, board, issue groups, members, and coalitions.
  - Good understanding of the current national health care policy debate.
  - Effective staff management knowledge and experience including skills in remote team management.
- ❖ Additional
  - Ability to satisfactorily pass required criminal background checks
  - Ability to pass required drug/alcohol screenings

❖ This position offers a competitive salary and comprehensive benefits package.

**How to Apply:**

Please send the following to [ED.Search@drsforamerica.org](mailto:ED.Search@drsforamerica.org).

- Cover letter
- CV
- 2-3 selected writing samples (preferably applicable to health policy or advocacy work)
- 3-5 professional references (name, position, professional relationship to applicant, contact)

The anticipated start date for the position is late summer-early fall 2020.

Applications will be considered until the position is filled.