

# Association CEO

Atlanta, Georgia

The Southern Association of Orthodontists (SAO) is seeking an experienced and passionate individual with strong leadership and managerial skills to plan and execute the programs of this progressive, member-driven association, as well as build relationships with related organizations.

The SAO is a 501(c)(6) tax-exempt, individual membership association, committed to serving the interests of member orthodontists. Established in 1921, **the mission of the Southern Association of Orthodontists is to support its members through promotion of the specialty of orthodontics dedicated to quality patient care, continuing education and political advocacy.**

As Chief Executive Officer, the Executive Director has full responsibility for planning and executing the long-range goals of the organization as determined by the leadership and managing the operations of the SAO's office based in Atlanta, Georgia. The work of the SAO is carried out by a staff of 2.5 employees and is governed by a 19-member Board of Directors and a 6-member Executive Committee. Salary is commensurate with experience.

## ***DUTIES:***

1. Keeps the President, Executive Committee, Board of Directors and staff fully informed on the condition of the Association and all issues influencing the leadership and its members. Attends and reports at all meetings of the Executive Committee and Board of Directors meetings.
2. Formulates and recommends to the Board of Directors, through the Executive Committee, modifications to existing policy and formulation of new policy which will further the attainment of the objectives of the Board.
3. Executes all decisions of the President, Executive Committee and Board of Directors except when other assignment of execution is specifically made.
4. Executes all contracts and commitments authorized by the Association.
5. Develops and promotes interest and participation in the programs on the part of its members through the communication media of the Association and personal contacts with the membership.
6. Approves all communications for the general membership and profession-at-large.
7. Oversees the development of the annual budget of the Association
8. Monitors the budget throughout the year. Ensures that all funds, physical assets and other property of the Association are appropriately safeguarded and administered. Approves all budget expenditures.
9. Invests the reserves of the Association with the advice and consent of the Investment Committee in accordance with established policy.
10. Works with an outside accounting firm in overseeing all financial management responsibilities including the payment of bills, depositing money, preparing and analyzing internal financial statements and annual audit or review, authorizing payroll and signing company tax returns.
11. Ensures the Association is in full compliance with all local, state, and federal rules governing corporate and program activities.
12. Recruits, trains and oversees the Association staff with full responsibility for promotion or termination. Recommends increases or decreases in staff to the Executive Committee.
13. Maintains effective relationships with the executives of associations, businesses, and industries related to the orthodontic profession.
14. Stays informed and up-to-date in the field of orthodontics through the review of all regular and special publications of the profession, and attendance at professional meetings and conferences.
15. Stays informed and up-to-date on the profession of Association management through membership in the American Society of Association Executives.

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16. Carries out other responsibilities and duties as assigned by the President and Executive Committee.
17. Plans and conducts the annual membership meeting and conference including the RFP process, hotel negotiations, development of marketing campaign, program development, and revenue generation.
18. Interacts regularly with component (state) organizations and provides assistance within the resources available.

***RELATIONSHIPS:***

1. Executive Director is responsible to the President for the administration of the headquarters and for the proper interpretation and fulfillment of the functions, responsibilities, authority and relationships of the Office of the Executive Director.
2. Executive Director is an ex-officio member of the Executive Committee and Board of Directors with voice, but without vote.
3. Executive Director maintains frequent communications and good working relationships with the members of the Association and other dental organizations.

***QUALIFICATIONS:***

The successful candidate will ideally possess the following qualifications or demonstrate equivalent experience:

- Professional, respectful, and tactful demeanor.
- Personal and professional ethics beyond reproach.
- Bachelor's degree in discipline that promotes business acumen and working with people. Advanced degree is preferred.
- The Certified Association Executive (CAE) credential is highly desirable.
- Seven to ten years association management or relevant professional experience.
- General knowledge of healthcare is desirable.
- Polished verbal communication skills, including interpersonal, presentation, writing and public speaking skills. Ability to communicate complex professional and advocacy issues.
- Knowledge of finance, marketing and small business management.
- Strong staff management and volunteer leadership skills.
- Adept at thinking creatively and bringing new ideas and a fresh perspective to the association's leadership.
- Currently reside or be willing to relocate (relocation assistance is provided) to Atlanta, GA.
- Travel to states within the Southern region for week-end meetings.
- Highly energized to engage and respond to the perspectives of a broad range of stakeholders.

***SALARY RANGE: \$xx,xxx- \$xxx,xxx***

Email cover letter, resume, and references in confidence to:

Name

Email

Materials must be received by midnight, **February 15, 20xx**. Position available **Fall 20xx**.

No phone calls, please.

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