

OUR MISSION:

*To Foster a Continuity of Voluntary and Professional Leadership
for the Nonprofit Sectors of the United States and Canada*



Position Profile:

Executive Director

The well-respected and financially sound Seattle King County Dental Society is seeking a dynamic and resourceful Executive Director to lead it through a period of revitalization and growth in meeting the needs of its membership and the communities it serves.

About the Organization

The Seattle King County Dental Society (SKCDS) is a nonprofit professional membership association whose mission is to improve oral health in King County through its members and alliances. Associated with both the American Dental Association and the Washington State Dental Association, SKCDS is the largest local dental society in Washington with roughly 1,700 members.

SKCDS delivers valuable services to advance the practice of dentistry, including:

- Support for new dentists
- Continuing dental education
- Networking and social opportunities for members

The Society also operates the Seattle-King County Dental Foundation, which:

- Works to eliminate dental infection and pain in residents who need assistance accessing dental care
- Has awarded over \$1.3 million in grants since 1992 to support its work
- Honors those who go above and beyond in their service to dentistry and the community

The organization is a recent winner of the American Dental Association's Golden Apple Award for excellence in access to dental care programs.

Leadership Structure and Finances

The Executive Council is comprised of 12 member dentists responsible for governing the Society, and who care deeply about the promotion and protection of their profession. The Foundation is a separate 501(c)3 organization with its own governing board. The professional staff is responsible for day to day operations and supports the membership, the Executive Council and its committees, and the work of the Foundation.

The Society's operating budget is approximately \$400,000, with more than 75% of the revenue collected through membership dues. Most of the remaining revenue is generated through corporate sponsorships of Society activities. The Society and its Foundation have built a very strong reserves balance, and are well-positioned to increase their mission impact.

The Society is currently led by an Interim Executive Director, with support from a contract Director of Membership Services and a contract bookkeeper, so the new Executive Director will have the opportunity to recruit their own team.

The Position and Priorities

The Society is seeking an Executive Director who is passionate and talented about strengthening and expanding the organization's services to the dental community. The new leader is expected to spend the majority of their first year focusing on the following strategic priorities:

- Build the professional staff team. Identify positions necessary to meet Society needs. Recruit and hire the team to fulfill the mission.
- Improve communication and build stronger relationships with the membership, partners and affiliates.
- Increase the levels of member participation in Society programs and activities.
- Focus the organizational passion for community service on a specific project or initiative that leverages Society and Foundation resources, such as an access-to-care or workplace improvement initiative that truly captivates the membership.

Experience, Skills and Attributes

Reporting to the Executive Council, the Executive Director provides leadership for the organization and is responsible for its overall management, financial performance, and administration to ensure the Society achieves its goals according to Council-approved policies and procedures.

The ideal candidate will have excellent people and communication skills in order to develop, build and maintain strong relationships with members and other key stakeholders who may have divergent opinions. The Executive Director should have proven management skills, and be a collaborative team builder who will empower and support the Executive Council and the membership, utilizing their collective skills and experience.

Essential qualifications for the position include:

- A Bachelor's degree in public, nonprofit, or business management, political science or similar field, or equivalent experience.
- Five years progressively responsible experience in association or nonprofit management and leadership.
- Demonstrated leadership skills in empowering staff and board to play strong roles to achieve organizational goals. Demonstrated team-building skills, including facilitation of groups, meetings and processes among stakeholders with diverse viewpoints.
- Excellent written, oral, and social media communication skills.
- Enthusiastic, can-do attitude with excellent attention to detail and effective follow-through.

- Experience working with a board and staff to develop and successfully implement a mission-driven strategic plan and annual operating plans which are monitored for progress according to plan.
- Experience creating and analyzing financial reports and managing a budget and staff, including monitoring progress toward goals with necessary accountability systems.
- Experience in public speaking with an engaging speaking style.
- Knowledge of nonprofit compliance laws and regulations.
- Familiarity with the culture of dentistry is preferred but not required.

Job Requirements

- Willingness and ability to travel within Washington to attend conferences, trainings and programs and to otherwise meet with partners, sponsors and other stakeholders. If driving for SKCDS business, must have a valid driver's license, safe driving record and current vehicle insurance.
- Willingness and ability to attend the annual American Dental Association conference in Chicago.
- Willingness to submit to a thorough background check.

Working Conditions

Work is performed in the SKCDS office and in a variety of settings among stakeholders. A considerable amount of time will be spent in meetings, at a computer screen for extended periods, and speaking in public. Frequent use of phones and email will be required to communicate with stakeholders. Work outside normal working hours will be required to fulfill the Society's mission.

Compensation

The annual salary range is \$90,000-\$110,000 DOE, plus medical, dental and vision coverage, and three weeks paid time off.

Application Process

To apply, interested candidates should e-mail their resume and cover letter to:

execsearchskcads@thirdsectorcompany.com

Only e-mail applications with a cover letter and resume will be accepted. Applications will be reviewed as they are received. **The priority deadline for applying is Thursday, October 11**, and early submission is encouraged. Applications received after the deadline will be reviewed on a case by case basis. Interviews are expected to begin in late October.

Equal Employment Opportunity

The Seattle King County Dental Society believes that every employee has the right to work in surroundings that are free from all forms of arbitrary discrimination. It is our policy that employees be treated fairly at all times, without regard to race, color, religion, sex, age, national origin, sexual orientation or marital status; and that they therefore not be discriminated against because of political ideology, physical, mental or sensory handicaps, or veteran status.