



Society of American Indian Dentists

The Executive Director is the key management leader of the Society of American Indian Dentists (SAID). The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, annual conference planning and community and student outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES

1) **Board Governance:** Works with the board in order to fulfill the organization mission.

- Responsible for leading SAID in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Operate within within the terms of the organization bylaws

2) **Financial Performance and Viability:** Develop and maintain resources sufficient to ensure the financial health of the organization.

- Responsible for fundraising and developing other revenues necessary to support SAID's Mission.
- Responsible for the fiscal integrity of SAID to include working with the Treasurer to develop and submit to the Board a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

3) **Organization Mission and Strategy:** Works with board and staff to ensure that the

mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of SAID's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that SAID can successfully fulfill its Mission into the future.
- Responsible for the enhancement of SAID's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

4) Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for effective administration of SAID operations.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Actual Job Responsibilities

1. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
2. Supervise and collaborate with organization staff.
3. Strategic planning and implementation of objectives.
4. Work with SAID Treasurer on preparation and execution of the annual budget.
5. Serve as SAID's primary spokesperson to the organization's constituents, the media and the general public.
6. Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance SAID's Mission.
7. Engage in fundraising and developing other revenue opportunities.
8. Oversee marketing and other communications efforts.
9. Oversee organization Board and committee meetings.
10. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
11. Represent SAID as spokesperson on conference calls (ADA, COVID Task Force, DDS) when deemed necessary by the Board.
12. Review and approve contracts for services.
13. Manage other SAID administrative needs—DUNS, Tungsten, usernames and passwords, 3rd party ecommerce account, website/domain name
14. Other duties as assigned by the Board of Directors

Professional Qualifications Needed

- A bachelor's Degree
- Transparent and high integrity leadership.
- Five or more years of nonprofit management experience.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors. ● Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.
- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, fiduciary stewardship, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.

Evaluation of Duties

- Executive Director to be evaluated on a yearly basis by the executive board during the midwinter/strategic planning meeting.

Compensation

- Monthly rate depending on experience
- Lodging expenses while attending assigned conferences
- Travel expenses approved by the Executive board