



# Dayton Dental Society

---

436 Patterson Road • Dayton, Ohio 45419 • (937) 294-2808 • Fax (937) 294-7099

<b>Job Title</b>	Executive Director, Dayton Dental Society
<b>Location</b>	Dayton, Ohio
<b>Type of Position</b>	1099 Independent Contractor, Part-time (30 hours per week)
<b>Reports To</b>	Dayton Dental Society Board of Directors

## About Dayton Dental Society

The Dayton Dental Society's mission is to promote the profession of dentistry and enhance the quality of life for our members and the public they serve since 1922.

## Job Summary

The Executive Director of Dayton Dental Society is responsible for providing strategic leadership and overall management of the society. This position involves overseeing the day-to-day operations, member services, financial management, and ensuring the society's goals and objectives are met. The Executive Director will work closely with the Board of Directors to enhance the society's impact and promote the advancement of dental care and professional development in the region.

## Key Responsibilities

- Strategic Leadership:
  - Develop and execute the society's strategic plan in collaboration with the Board of Directors.
- Financial Management:
  - Prepare and manage the annual budget, ensuring fiscal responsibility.
  - Oversee financial operations, including revenue generation, expense control, and financial reporting.
  - Pursue sponsorships and other revenue streams to support the society's initiatives.
- Membership Engagement:
  - Build and maintain strong relationships with society members, ensuring their needs and expectations are met.
  - Develop and implement membership recruitment and retention strategies.
  - Organize member meetings, seminars, and annual clinics.

- Public Relations:
  - Promote the society's image and interests through public relations, media engagement, and community outreach.
  - Collaborate with relevant organizations and sponsors.
- Operations Management:
  - Manage the daily operations of the society, including staff supervision and office administration.
  - Ensure compliance with all applicable laws and regulations.
  - Oversee the planning and execution of society events and meetings.
- Board Support:
  - Support the Board of Directors in governance and policy development.
  - Provide regular reports and recommendations to the Board on society activities and progress toward goals.

## **Qualifications**

- Bachelor's degree in business, healthcare management, or a related field
- Experience in association management, healthcare administration, or a related leadership role.
- Strong financial management skills, including budgeting and fundraising.
- Excellent communication and interpersonal skills.
- Strong organizational and project management skills.
- Knowledge of dental industry practices and experience in advocacy and government relations is a plus.

## **Compensation**

\$30/hour as an Independent Contractor with Envision Management.  
Expectation is 20 hours/week in office, 10 hours/week can be remote.

## **Application Process**

Interested candidates are invited to submit their resume, cover letter, and references to Abbey Riley (abbey@envision-mgmt.com) by October 27, 2023. Please include "Executive Director Application - [Your Name]" in the subject line of your email.

Applications will be reviewed as they are received. If candidates are qualified, interviews will be scheduled.

*Envision Management is an equal opportunity employer and encourages candidates from all backgrounds to apply.*