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## **Society for Medical Decision Making Executive Director**

The Society for Medical Decision Making (SMDM) seeks a new Executive Director to guide the strategic direction of the organization and oversee administrative functions. The Executive Director will report to the SMDM President and work in close partnership with the Executive Committee, Board of Trustees, standing and ad hoc committees, and our administrative management company to further SMDM's mission to advance the field of medical decision making.

## **Roles and Responsibilities**

The major roles and responsibilities of the Executive Director include:

- Developing and executing organizational and strategic plans; recommending timelines and resources needed to achieve strategic goals;
- Effectively communicating with the Board; advising on complex agendas for board and executive board meetings; actively engaging volunteer service by members and energizing volunteers, providing advice to volunteer executive board members;
- Managing the administrative services contractor, ensuring consistent quality and timeliness of administrative functions;
- Assessing membership and enhancing member benefits;
- Maintaining a healthy fiscal position and seeking new revenue streams; overseeing preparation of annual budget; Identifying and pursuing fundraising opportunities including government agencies (grant-writing) and philanthropy (foundations and individual donors), coordinating with volunteer members to write grants, developing proposals for philanthropic donors, maintaining relationships with donors and funding organizations;
- Improving communications to enhance the SMDM brand; identifying and working collaboratively with members to build and engage in new partnerships and cultivate ongoing relationships with various stakeholder groups, including enhancing SMDM's visibility to health decision makers;
- Attending relevant committee meetings as appropriate to advance the strategic goals of the society;
- Jointly, with the president or president's designees, conduct official correspondence of the organization and, jointly with designated officers and potentially legal counsel, negotiate and execute selected legal documents

## Qualifications

The successful candidate will have demonstrated the following qualifications:

- Minimum of a bachelor's degree in business, social sciences or, health care-related field and five (5) years of applicable experience, with an advanced degree preferred;
- Advanced degree and/or content knowledge of health, health education, health communications, health decision-making, health economics or related fields preferred but not required
- Strong interpersonal and leadership talents, with a proven track record of engaging and energizing volunteers;
- Excellent administrative and managerial skills, including budget management experience; Past success working with volunteer Board of Directors and international organizations;
- Fundraising or donor relations experience with the ability to engage a wide range of stakeholders (including patients, peer professional societies, funders);
- Strong written and verbal communication skills; Ability to work effectively with diverse groups of people;
- Collaborative, passionate, having high integrity and positive attitude, mission-driven, and self-directed;
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Preference will be given to candidates with proven abilities in organizational development, fundraising/grant-writing experience, program development, volunteer development, budget and management experience.

This is a remote job that requires travel to SMDM's North American and European meetings (2-3 times per year). This position can be full- or part-time. The description above describes roles and responsibilities for a full-time position. For candidates interested in a part-time opportunity (minimum 50%), scope and responsibilities would be adjusted accordingly.

SMDM is an Equal Opportunity Employer and values diversity as a necessary part of success in any aspect of leadership. We encourage candidates to share their personal experiences of diversity with the search committee.

## Mission

The Society for Medical Decision Making's mission is to improve health outcomes through the advancement of proactive systematic approaches to clinical decision making and policy-formation in health care by providing a scholarly forum that connects and educates researchers, providers, policy-makers, and the public. [www.smdm.org](http://www.smdm.org)

## Application submission

Applications will be accepted through January 7<sup>th</sup>, 2020 and can be completed online at: [https://umich.qualtrics.com/jfe/form/SV\\_6ncNtEc513zA8SN](https://umich.qualtrics.com/jfe/form/SV_6ncNtEc513zA8SN)

Please direct questions concerning this position to Dr. Lisa Prosser at [lisapros@umich.edu](mailto:lisapros@umich.edu)