

Executive Director of the American Association of Public Health Dentistry

The American Association of Public Health Dentistry (AAPHD), a pillar in advancing public oral health since 1937, is inviting applications for a visionary Executive Director to propel the organization into a new era of impact and growth. This part-time, remote position offers a unique opportunity for an innovative leader to shape the future of oral health. The Executive Director will spearhead strategic initiatives, drive organizational excellence, and champion AAPHD's mission across multiple platforms. Responsibilities include providing visionary leadership, executing key objectives, optimizing operations, and forging powerful alliances with regulatory bodies, professional associations, and community organizations. The ideal candidate will bring deep expertise in association management, dental public health, outstanding fundraising and grant writing abilities, and a talent for inspiring trust and collaboration among members and stakeholders. This role is not just about managing an organization; it's about leading a movement to create a healthier future for all.

I. ABOUT AAPHD

Founded in 1937, AAPHD promotes optimal and equitable oral health for all through education, research, practice, policy and advocacy. AAPHD membership is open to all individuals interested in improving the oral health of the public, and currently has approximately 700 members. It is also the sponsoring organization for the American Board of Dental Public Health (ABDPH).

To meet its mission, the goals of AAPHD are to:

1. Define and promote competency in public health dentistry and develop education and training programs to increase knowledge and improve skills.
2. Develop and sustain diversity in the practice of public health dentistry.
3. Advocate for evidence-based policies and practices that increase oral health care access and oral health equity.
4. Foster growth and development of leaders in dental public health and encouraging leadership engaged in dental public health activities at the local, state, and national levels.
5. Support the ABDPH.

To continue to grow AAPHD's reach and impact, the organization is seeking an Executive Director to work with the Association's Board to improve fundraising and expand initiatives and membership. Day-to-day operations are provided by an association management company, under the supervision and guidance of the Executive Director.

II. RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

The Executive Director shall be responsible for the successful leadership and management of the organization according to the strategic direction set by the Board. The Executive Director will report to the AAPHD President.

The Executive Director must have the ability to create and communicate a shared vision for the future, and inspire trust and motivate members and other key stakeholders. The Executive Director will also be responsible for leading fundraising and grant writing efforts.

Under the direction of the AAPHD Board Officers, the Executive Director shall be responsible for the following duties:

A. Leadership

- Provide leadership and work with the Board to set the strategic directions, priorities, and policies of the organization
- Develop creative and innovative approaches to accomplish goals and carry out AAPHD's mission
- Be a leader in advocating on issues of central importance to AAPHD
- Identify, assess, and inform the Board of internal and external issues that affect the Association
- Provide general administrative oversight, including gathering and monitoring data, as part of the implementation and evaluation of the AAPHD Strategic Plan
- Provide executive management of AAPHD in accordance with the bylaws and policies and procedures, inclusive of the Board, Committees, Councils and Foundation
- Oversee planning of the AAPHD Annual Board Meeting, AAPHD Annual Business Meeting, Award Ceremony and other AAPHD related activities at the National Oral Health Conference (NOHC)
- Provide strategic support for the organization's Foundation and the ABDPH

B. Public Relations and Communication

- Communicate the mission and vision of AAPHD to stakeholders and the wider community
- When appropriate, serve as the spokesperson and/or representative for the organization
- Manage relationships with the ABDPH, the American Dental Association (ADA) and the general public
- Oversee content and maintenance of the Association's website and social media

C. Operations Management

- Oversee the day-to-day operations of the organization in collaboration with the association management company
- Ensure that AAPHD operates within the limits of board-approved budgets,

- policies, procedures, and bylaws
- Provide general support as requested to the AAPHD Officers, Board, standing committees, etc.
 - Manage contracts with external vendors (journal, conference planning, and association management company)
 - Oversee editorial support by the association management company and the publisher of the Journal of Public Health Dentistry

D. Financial Management and Resource Development

- Prepare long-term and short-term fundraising and resource development plans with specific goals and benchmarks
- Track and fulfill fiscal and programmatic reporting requirements of all funding sources
- Develop sources of funding including financial support from stakeholders and grant-making organizations
- Prepare and submit grant applications, administer grant funds received
- Cultivate potential funding sources and sponsors of AAPHD initiatives and activities
- Monitor and submit all regulatory mandated filings, reports, and audits
- In collaboration with the Board, identify and implement strategies and tactics to increase the financial sustainability of the organization

III. WORK ENVIRONMENT

The Executive Director position will be fully remote, 20 hour/week, independent contractor position. The Executive Director will be required to travel to various venues to represent AAPHD including the NOHC.

IV. REQUIRED QUALIFICATIONS

- Master's level training (MS, MBA, MPH, MHA) or a related area and 5 years of experience, or a Bachelor's degree and 10 years of experience
- Management and/or leadership experience for not-for-profit or service organizations or boards
- Experience and skills in fundraising, grant writing, and event planning
- Excellent written and oral communications
- Proficiency in Microsoft Office suite and general computer skills

V. PREFERRED QUALIFICATIONS

- Experience managing or directing oral health programs
- Demonstrate experience with issues in oral health, health care, or public health.

VI. APPLICATION REQUIREMENTS

- Current resume
- Three professional references
- A personal statement or letter of interest

Please send application materials and questions to: AAPHD President, Christina A. Demopoulos at Christina.Demopoulos@unlv.edu

Please include in the subject line: "AAPHD Executive Director Application"

The American Association of Public Health Dentistry is an Equal Opportunity Employer. It is the policy of AAPHD to provide equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, or sexual orientation.