

**Oregon Medical Education Foundation**  
**Executive Director**  
**Reports To: Oregon Medical Association CEO**

The Oregon Medical Educational Foundation is seeking an Executive Director. The mission of our foundation is to support educational programs throughout our state for the benefit of our profession and the citizens of Oregon, and to provide financial support and guidance for medical students and physician assistant students.

We are seeking a dynamic individual with passion and enthusiasm to work with our supportive board, with the goal of growing the foundation so that it can better serve stakeholders. If you are interested in joining us, please apply. We are anxious to meet you!

**Job Purpose:**

The Executive Director of the Oregon Medical Education Foundation will exercise general leadership as guided by the policies and procedures established by the Board of Directors. Takes the lead role in the development of the mission, vision, goals, objectives and operational policies, procedures and planning for the Foundation. Provides long-range strategic planning and monitors the day to day administrative needs for the Foundation. Works in collaboration with the Board to increase and protect the value of the Foundation's assets. Serves as a highly visible representative for the Foundation, establishing and building valuable relationships.

The newly created OMEF Executive Director position is a half-time position that will be employed by and work out of the offices of the Oregon Medical Association.

**Description of Duties and Responsibilities**

**Salary:** \$30,000 to 35,000 plus bonus incentive for .5 FTE or approximately 20 hours per week.

**Fundraising and Development 65-70%**

- The Executive Director will create and execute a development plan for the Foundation, including short-term and long-term fundraising strategies
- Build relationships with key stakeholder, including members
- Closely monitor and maintain established relationships to evaluate the ongoing maintenance and advancement of the foundation
- Develop and drive an annual fundraising and endowment development plan

**Operations and Strategic Planning 30-35%**

- With the Board, the Executive Director will formulate the mission and vision for OMEF
- Establish, monitor, and report on the goals and objectives for OMEF
- Formulate the necessary policies and procedures for OMEF, ensuring compliance with federal and state laws
- Oversee the preparation of the annual budget and other necessary financial documents in conjunction with the Oregon Medical Association Finance Director, OMEF Treasurer and the Board

- Manage and house comprehensive records for the Foundation including correspondence, policies and procedures, legal agreements, insurance documents, audit reports, income tax reports and investment reports
- Solicits and evaluates grant proposals as appropriate
- Assists the OMEF President in setting the agenda for each board meeting and each Executive Committee meeting
- Attends all board meetings and reports updates, issues, concerns, grant requests and achievements
- Performs other related duties as assigned

### **Qualifications**

Candidates for the Executive Director position will possess a strong combination of education and experience that demonstrates the knowledge, skills and ability necessary to perform the described scope of responsibility. Demonstrated success in fundraising, leadership, relationship building and financial management. The ideal candidate will be a self-starter, goal-oriented and independent with a strong verbal and written communications skills.

- A minimum of a Bachelor's degree
- A minimum of 5 years in a fundraising or development role
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### **APPLICATION PROCESS**

To apply for this position, send a cover letter and resume (in PDF format) to Kris at the Oregon Medical Association. A cover letter is required for highest consideration of your application.