



Oregon Pediatric Society

A Chapter of the American Academy of Pediatrics. Incorporated in Oregon

JOB POSTING

POSTING DATE: July 2, 2021. Position open until filled, with preference to start in August or September 2021

JOB TITLE: Finance & Operations Director

LOCATION: Office location at St. Vincent Medical Center, Portland, Oregon.

HOURS: 1.0 FTE, full-time exempt

ANNUAL SALARY: \$78,000 - \$88,000, DOE.

Organization Purpose

The Oregon Pediatric Society (OPS) is a strong statewide voice for the health and well-being of all children, while supporting those that care for them. We are the state chapter of the American Academy of Pediatrics (AAP), the professional-membership organization for pediatricians. OPS provides continuing education, quality improvement projects, and peer networking for child health providers, and works with community partners on health equity, healthcare transformation, and child-focused policies.

Using physician knowledge and status as tools for social justice, we champion equitable and science-based policies to improve pediatric care and public health, health care access, and the social influences on health. OPS members and staff have testified to the Oregon legislature about keeping kids safe from gun violence and environmental hazards; worked with primary care providers and statewide partners to address and prevent youth suicide; and prioritized anti-racist policies in community health.

Position Overview

This is a new position, meant to be co-created with the Executive Director. Your ability to see opportunities while being accurate with the details, business orientation, and leadership initiative will make a crucial difference in OPS's success and growth. Our organizational culture is team-based, fast paced, entrepreneurial, and results-oriented. Employees are expected to perform quality work collaboratively and flexibly, while learning from our efforts, celebrating victories, and laughing along the way.

OPS strongly encourages applications from people of all racial, ethnic, gender, age, and ability demographics. We are currently a staff of five who aspire to diversify our team. Learn more about us at <https://oregonpediatricsociety.org/staff/>



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With staff support, the Finance & Operations Director will be responsible for:

- Organizational banking, accounting, annual financial review and tax returns, and financial reporting systems (working with OPS's accounting vendors).
- Human resources, such as the hiring process and onboarding, revising the employee handbook, creating HR policies and performance review plans; benefits and salary reviews; organizing staff meetings and events.
- Developing and implementing strategies to expand OPS's membership numbers, and provide activities that increase member connections and engagement.
- Building practice-management services for members and pediatric clinics.
- Business development for a virtual training curriculum.
- Grants and contracts financial management.
- Managing IT, databases, and event management systems.
- Individual donor program.
- Maintaining excellent relations with the AAP and key funders, OPS board members, and community partners.

The Finance & Operations Director will supervise a staff member who among other areas provides bookkeeping and invoicing; manages the annual membership campaign and other member services; supports office systems, payroll, and benefits administration. The Director will work with the Executive Director on the annual budget, finances, and fundraising; nurturing the workplace culture and staff professional development; keeping equity, justice, and kids at the center of our work; and other activities and projects as assigned.

The person in this position will usually work traditional Monday through Friday hours at the office with some flexibility: allowing for work-from-home, and occasional evening, early morning, or weekend work. The position could require some overnight travel within the state, and the Director must be willing to provide their own transportation as needed.

When working from home, employees should be accessible, responsive, and reliable, with a stable home internet. One of the first projects for the new Director is planning a hybrid return-to-office policy and process for our fully COVID-vaccinated team.

Position Qualifications

You will thrive in this position if you have many of the following skills, successes, and mindset:



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- Systems and critical thinking, process improvement orientation.
- Being organized, with detailed, thorough, and accurate implementation.
- A strong team leader who listens to their colleagues, is flexible with ambiguity and transparent about mistakes, and sets and evaluates performance goals.
- Knowledge of GAAP and nonprofit accounting principles, financial statements, project budgeting, contracts. Preferred experience with health providers or systems, and/or association management.
- Experience with HR best practices, supervising others, and shaping human resource programs.
- Proficiency with using/learning computer software (Microsoft Office, Google Suite, QuickBooks, databases like Donor Perfect and Constant Contact).
- Clear, effective written and verbal communication in English. Able to take and make work improvement directions nondefensively.
- Excellent time management, especially with meeting deadlines and juggling multiple priorities.
- Client-service orientation and respectful of physician work.
- High ethical standards.

We're looking for a colleague with 10+ years of professional work experience, ideally 5+ years managing financial operations; public or healthcare administration; business, legal, or association services; HR; or quality improvement. Minimum of three years working in the nonprofit/philanthropic sector at a management or executive level. Candidates who are from historically underrepresented groups are strongly encouraged to apply.

Valid Oregon driver's license and proof of insurance, and passing a background check required. Work involves extended periods of sitting, frequent computer usage, and light lifting (10 - 20 pounds). Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

Compensation

The total compensation package includes salary; 15 days annual PTO and 12 holidays; employer-paid Gold health insurance plan (medical, dental, vision); and a SIMPLE IRA with 3% employer match.

Application Procedure



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Send email inquiries about the position and your application (a resume and two-page maximum cover letter detailing your qualifications and interests) to HR@oraap.org. Please include where you found this job posting, how soon you could be available if offered the position, and describe a personal experience where you made a difference in the life of a young person.

Applicants selected to be interviewed will be asked to submit three references, including one from a recent supervisor. Applications will be reviewed as they are received.

Thank you for your interest!