



Oregon Pediatric Society

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

JOB POSTING

JOB TITLE: Executive Director
POSTING DATE: August 22, 2025
CLOSING: Open until filled. Preference given to applications received by September 22, 2024.
LOCATION: Hybrid. Office location at St. Vincent Medical Center, Portland, Oregon.
POSITION: Full-time, exempt position.
COMPENSATION: Annual starting salary up to \$120,000, depending on qualifications and experience. Benefits include gold-level medical and dental insurance; IRA plan with 3% employer match, 15 PTO days accrued a year, and 12 holidays.

About Us

The Oregon Pediatric Society (OPS) is a strong statewide voice for the health and well-being of all Oregon infants, children, and adolescents, while supporting those that care for them. We are the state chapter of the American Academy of Pediatrics (AAP), the professional membership, medical standards, and advocacy organization for pediatricians. Our members are our superpower.

OPS provides professional education, clinical quality improvement projects, and peer networking and support for clinicians, behavioral health providers, and medical staff. OPS also advocates for science-based and equitable policies to improve pediatric medical care and public health, primary care viability, mental health care access, family stability, and social influences on health. OPS works in partnership with the state's child medical providers; primary care and specialty clinics; hospital systems and medical schools; community-based organizations, the Oregon Health Authority; the State legislature; public health; behavioral health and early childhood coalitions; Coordinated Care Organizations; families; K – 12 schools; and among others.

About You

You are an energized leader who values integrity, communication, equity, team building, excellence and results. As an experienced professional, you bring a systems and continuous quality improvement approach to ensure the organization is successful. You



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recognize the importance of being flexible and responsive in a changing and at times fast-paced environment, while bringing clarity to ambiguity in a timely manner. You are open-minded about new information that can provide valuable insights, and comfortable demonstrating empathy, humility, and accountability. Fostering collaborative, trusted relationships, and providing service to members, align with your respect for pediatricians' expertise and the challenges they face.

Position Overview

The Executive Director is responsible for the overall management, operation, and sustainability of the organization. This includes working closely with the board of directors; leading resource development and strategic planning; supervising staff and contractors; overseeing membership development, finances, operations, member committees, and public communications; directing programming and advocacy/policy outreach.

The Executive Director works directly with the AAP leadership; OPS member advisors and advocates; state agencies; funding administrators; community-based partners; a lobbyist and accountants; state and national training partners; and more.

Responsibilities Include:

Asset Management

- Lead revenue-generating activities such as program development, grant applications, corporate and individual donations, entrepreneurial services.
- Develop and monitor the annual organizational budget and financial reports; ensure financial controls and compliance; administer banking processes.

Strategic Leadership

- Guide the identification of strategic priorities for organizational, member, and child health, then lead effective and creative implementation.
- Build partnerships with funding, advocacy, community, government, and project cohort organizations and individuals.
- Ensure a diverse and committed group of Oregon professionals serves on the OPS board, to meet the organization's needs. Develop board meeting agendas and provide timely and contextual information to the board for input and informed decision making.



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- Explore ways to provide OPS member value and engagement, including supporting individual interests and queries, and OPS committees (Advocacy, Pediatric Council).
- Participate in AAP leadership activities, and deliver required reports.
- Stay current and knowledgeable about issues facing the communities that OPS serves.

Executive Management

- Set and evaluate performance goals; hold colleagues and oneself accountable for individual and team work. Develop information, processes, and tools to support staff and effectiveness of programs and projects.
- Supervise all staff. Direct the overall employee hiring, task assignments, performance feedback, benefits and compensation, and termination processes.
- Support the job or task knowledge, contextual understanding, and professional development of OPS teams.

Program Direction

- Lead and manage funded programs, ensuring projects meet contract expectations, budget, and timeline deliverables.
- Working with staff, recruit project and event partners, advisors, content developers, trainers, and participants, as needed.
- Oversee ongoing program quality and evaluation activities.
- Provide program funding or business development ideas, outreach, and management.

Communication & Community Relations

- Act as Editor-in-Chief for OPS's public communications.
- Represent OPS publicly through writing, meetings, presentations, legislative testimony, and talking to the media (or identify spokespersons who will do so).
- Participate in and contribute to key Oregon coalitions or workgroups, representing the needs of OPS, our mission, and our members.

Required Qualifications

- Bachelor's Degree with 5+ years of senior management experience in healthcare, business, association/membership, and/or nonprofit management. Advanced degree preferred.



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- Proven revenue generation success and substantial nonprofit grant writing experience, preferably for healthcare projects.
- Financial and donor stewardship, with experience managing organizational, departmental, or large event finances.
- Clear, effective written and verbal English communication.
- Strong supervisory skills and work experience with direct report(s) and contractors.
- Excellent project management skills including:
 - Ability to track multiple activities with detailed, thorough, and accurate implementation. Creating work plans; measuring outcomes.
 - Program development and goal setting;
 - Project budgeting and contract negotiations;
 - Managing work teams.
- Proficiency with using and learning basic computer software (Microsoft Office, Google Suite, spreadsheets, project management software like Trello, databases, virtual meetings).
- Demonstrated actions towards fostering an inclusive working and learning environment. Support for vaccinations.

Additional Skills & Experience Encouraged

- Work/life experience with pediatric or public health, physicians, behavioral health care, social-emotional development, the Oregon Health Plan/Medicaid.
- Healthcare policy, legislative advocacy, training, and marketing experience.
- OPS is an equal opportunity employer. We welcome applications from a wide range of candidates; those who are from historically underrepresented or minoritized groups are strongly encouraged to apply.

Work Requirements

- Valid Oregon driver's license and proof of insurance, providing own transportation, and passing a background check required.
- Evening and weekend hours, as well as periodic travel, are required.
- Work involves extended periods of sitting, frequent computer usage, and communicating in English.
- Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.



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Application Procedure

Please submit a resume, a cover letter, and a writing sample to HR@oraap.org.

We request that all shared writing be completed by the applicant, without other human or AI collaboration. Writing samples could come from a grant application or report, marketing communication, or presentation. A cover letter that includes how you learned of this job posting, why you are qualified for this role, and a description of one of your biggest life influences before age 19, is necessary to be considered for an interview.

All applications will be reviewed as received, and questions are welcome. Phone, video, and in-person interviews will be held in September & October with references asked for the top candidate(s). Desired OPS employment start date is December 1, 2025.