

JOB OPENING ANNOUNCEMENT EXECUTIVE DIRECTOR – PIERCE COUNTY DENTAL SOCIETY

Location: Tacoma, Washington

The Pierce County Dental Society (PCDS) immediately seeks a qualified candidate to serve as Executive Director. The primary responsibilities include staffing the Society, working with the Boards, community relations, implementation of missions, strategic plans and governing principles, plus overall office and staff management of both the PCDS and its affiliated philanthropic arm, the Pierce County Dental Foundation (PCDF). The ideal candidate possesses an interest in the non-profit community including working with governing Boards, volunteers and staff.

Description:

The Executive Director will serve as the chief executive officer for the Society. In collaboration with the Executive Council, the Executive Director has overall responsibility to identify and implement the programs, services and policies of the Society in response to direction from the standing committees. The Executive Director will also address the diverse and changing needs of the membership. His/her philosophy will be to maintain a future-oriented approach to management that anticipates the direction of the profession while promoting the image of dentistry to the general public.

Specific duties include:

- Staffing all Dental Society Committees, Foundation Board meetings, general membership meetings, courses and special events;
- Working on the policy initiatives of the Dental Society and Foundation;
- Management of current Dental Society Staff members;
- Assuring the preparation, maintenance and reporting of the annual operating and capital budgets for the Dental Society and the Dental Foundation;
- Implementing the Pierce County Dental Foundation's fundraising events.

Qualifications:

- Strong leadership skills in people and project management, including motivation, innovation, timeliness and compassion, especially with volunteers;
- Knowledge of marketing, community involvement, and community services;
- Knowledge of basic accounting with familiarity with QuickBooks is a plus;
- Knowledge of monthly, quarterly and annual taxes;
- Excellent interpersonal skills; written and oral communication ability;
- Fiscal management acuity including budgeting; grant management and reporting;
- Staff management; exceptional organizational abilities; effective decision-making ability;
- Competency in Word, Excel, Outlook (email and master calendaring);
- Flexible and creative thinker; demonstrated ability to work with a large variety of individuals and organizations and ability to effectively delegate.
- College degree or experience;
- High level of energy and enthusiasm for the job.

Preferences: Experience with strategic planning; familiarity with online membership database and website management; marketing, membership engagement; prior event planning and execution; and demonstrated ability to work collaboratively with a wide variety of persons and entities. Knowledge of basic accounting and familiarity with QuickBooks is a plus.

Benefits: Competitive salary DOE. The PCDS is a 501(c)(6) non-profit organization and the PCDF is a 501(c)3 non-profit.

To apply: Please submit letter of interest, resume and salary requirements to pcds@pcdentists.org by March 26, 2021. Employment start date is to be negotiated.

The Society: Headquartered in Tacoma, the Pierce County Dental Society has 430+ member dentists in Pierce County and is part of the tripartite membership with the Washington State Dental Association and the American Dental Association. The position is open due to the retirement of the current Executive Director after 20+ years of service. The Society is an equal opportunity employer.