



*Position Profile:*

## **Executive Director**

The well-respected and financially sound Montana Dental Association (MDA) is seeking a passionate, experienced and people-oriented Executive Director to lead it in consistent achievement of the association's mission, financial objectives, and in meeting the needs of its membership and the communities it serves.

### **About the Organization**

The Montana Dental Association is a nonprofit professional association based in Helena, Montana, representing 600 licensed dentists whose mission is to represent the interests of the members of the dental profession and promote the art and science of dentistry to improve the health of Montanans. A constituent of the American Dental Association, MDA delivers valuable services to advance the practice of dentistry, including:

- **Advocacy:** To protect dental practices, improve practice efficiency, and improve access to care.
- **Continuing Education:** Frequent opportunities for continuing education at the local, state, and national levels.
- **Practice Management:** MDA serves as a clearinghouse for those offering or desiring practices for sale and positions available for dentists, hygienists and assistants.
- **Products & Services:** Provides access to MDA-endorsed products and services to allow a dental practice to operate efficiently.

A complete picture of MDA's programs and organization can be found [here](#).

MDA also operates the Montana Oral Health Foundation (MOHF) [view website](#), which was formed to:

- Support educational institutions for the teaching of dentistry, dental hygiene, dental assisting, dental laboratory technology, and other professions which serve the public's oral health.
- Provide scholarships and other benefits to qualified students in dentistry, dental hygiene, dental assisting, dental laboratory technology, and other professions which serve the public's oral health.
- Provide information designed to improve public understanding of oral health.
- Promote and support dental treatment for Montanans who cannot otherwise afford it.
- Provide continuing dental education for dentists, dental hygienists, dental assistants and other dental technicians.

## **Leadership Structure and Finances**

The Executive Director reports to a seven-member Executive Committee and an eleven member Board of Directors, which are comprised of dentists responsible for governing the Association, and who care deeply about the promotion and protection of their profession. The Foundation is a separate 501(c)3 organization with its own governing board. The professional staff is responsible for day-to-day operations and supports the membership, the Executive Committee, Board of Directors and other committees, and the work of the Foundation.

The Association's operating budget is approximately \$500,000, with approximately 50% of the revenue collected through membership dues. The Association and its Foundation have built very strong reserve balances and are well-positioned to increase their mission impact.

The new Executive Director will inherit a strong Executive Assistant and Administrative Assistant, and an experienced contract lobbyist, to support fulfillment of MDA's mission.

## **The Position Priorities**

The Association is seeking an Executive Director who is passionate and talented about strengthening the organization's services to the dental community. The Executive Director collaborates with the Board and the Executive Committee to develop, facilitate and consistently communicate the vision, direction, and strategy for the organization. The new leader is expected to spend the majority of their first 18-24 months focusing on the following strategic priorities:

- Develop a strong legislative focus and agenda and build solid relationships with legislators and others involved in the legislative advocacy arena.
- Develop strong working relationships with board members and MDA membership in order to effectively facilitate and lead the board and the organization, including representing the MDA to the professional community, dental industry associations and groups, membership, and the general public.
- Effectively communicate with the MDA board, its officers, council chairs, staff, members, the news media, and other organizations, associations, and boards.
- Develop a firm understanding of day-to-day systems, operations and tasks of office staff, and work with staff to maintain the financial health, stability, and transparency of MDA, including budget development that meets member and organizational needs.
- Lead the effort to develop outreach to dentists across the state to grow and retain membership.
- Identify and support existing and new sources of non-dues revenue and develop an implementation plan to raise such additional dollars.
- Develop and begin to implement a transition plan for the Executive Assistant position, including significant overlap with and training from the long-time incumbent, who will be retiring in about two years.

## **Experience, Skills and Attributes**

Reporting to the Executive Committee, the Executive Director provides leadership for the organization and is responsible for its overall management, financial performance, and administration to ensure the Association achieves its goals according to board and membership-approved policies and procedures.

The ideal candidate will have excellent people and communication skills and be a self-starter with a high level of integrity and honesty in order to develop, build, and maintain strong relationships with members and other key stakeholders who may have divergent opinions. The Executive Director should have proven management skills and be a collaborative team builder who will work closely with the Executive Committee and the membership to utilize their collective skills and experience.

Essential qualifications for the position include:

- A Bachelor's degree in public, nonprofit, or business management, or similar field, or equivalent experience. An advanced degree is desired. CAE is preferred, but not required.
- Five years progressively responsible experience in association or nonprofit management and leadership.
- Significant experience in legislative and regulatory affairs, with management of an advocacy program preferred. Track record of success working with members of both sides of the aisle preferred.
- Excellent written, oral, public speaking, and social media communication skills.
- Good listener with high emotional intelligence and a successful track record of facilitating groups with diverse perspectives, backgrounds and personalities.
- Excellent attention to detail and effective follow-through. Able to balance delegation with taking responsibility for tasks.
- Ability to raise non-dues revenue.
- A kind and patient style and personality to be able to effectively work collaboratively with strong and diverse organizational leaders with humility, and ability to facilitate complicated issues and decisions calmly.
- Familiarity and/or comfort with Montana culture, climate, and social, economic and political environment.
- Knowledge of nonprofit compliance laws and regulations.

## **Job Requirements**

- Willingness and ability to travel to attend conferences, trainings, and programs, and to otherwise meet with partners, sponsors, and other stakeholders. If driving for MDA business, must have a valid driver's license, safe driving record, and current vehicle insurance.
- Willingness and ability to attend American Dental Association conferences and meetings.
- Willingness to submit to a thorough background check.

## Working Conditions

Work is performed in the MDA office and in a variety of settings among stakeholders. A considerable amount of time will be spent in meetings, at a computer screen for extended periods, and speaking in public. Frequent use of phones and email will be required to communicate with stakeholders. Work outside normal working hours will be required to fulfill the Association's mission.

## Compensation

The annual salary range is \$110,000 - \$135,000 DOE. Benefits include 20 days of PTO annually, a stipend for employee-only health care coverage, 8 days of paid holidays annually, \$1,500 Dental Reimbursement per year, 3% employer match to 401K plan, and cell phone reimbursement of \$125 per month.

## Application Process

To apply, interested candidates should e-mail their resume and cover letter to:

[execsearchmda@thirdsectorcompany.com](mailto:execsearchmda@thirdsectorcompany.com)

Only e-mail applications with a cover letter and resume will be accepted. The position is open until filled.

## Equal Employment Opportunity

The Montana Dental Association believes that every employee has the right to work in surroundings that are free from all forms of arbitrary discrimination. It is our policy that employees be treated fairly at all times, without regard to race, color, religion, sex, age, national origin, sexual orientation, or marital status; and that they therefore not be discriminated against because of political ideology, physical, mental or sensory handicaps, or veteran status.

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