**Role**: Executive Director

**Organization**: Louisiana Chapter, American Academy of Pediatrics

**Reports** **to**: Executive Committee, Board of Directors

**Location**: Baton Rouge, LA (occasional travel required)

**Status**: Full-time employee, exempt

The Louisiana Chapter of the American Academy of Pediatrics (LA AAP) is a small nonprofit membership organization with the mission of *advocating for the optimal health and wellbeing of all youth in Louisiana and those who care for them through education, collaboration, and support*. Our priorities include:

* Promoting the interests of Louisiana AAP members.
* Increasing the involvement of members of the Louisiana AAP in educating policy makers to support quality pediatric practice for the wellbeing of children in Louisiana.
* Supporting knowledge of and participation in legislative and advocacy activities at a local level.
* Building coalitions with other organizations working towards improving children’s health and well-being.
* Providing quality educational opportunities for ongoing professional development.

Through the Louisiana Institute for Pediatric Education (LIPE, a division of LA AAP), we provide quality, evidence‐based educational activities to physicians and other healthcare professionals in order to advance the knowledge, competence, and performance of clinicians, educators, and researchers. Through our pediatric-focused political action committee, LA PediaPAC, we work to elect individuals to the Louisiana State Legislature and help our members develop important relationships with their elected officials. And through the Louisiana Vaccine Alliance, we work to reduce vaccine-preventable disease across the lifespan through education, advocacy, and strategic partnerships.

LA AAP is small but mighty, with an annual budget of approximately $500K-700K and a dedicated full-time staff of three. We also engage external contractors to support lobbying efforts, bookkeeping, and implementation of grant deliverables.

**About the Role:**

The Executive Director (ED) works to ensure smooth internal operations and represents the Board and membership to maintain the Chapter’s reputation as a leader in advancing pediatric healthcare and the overall welfare of children in Louisiana. The ED seeks out and secures grants and other projects that align with the Chapter’s mission and provide critical funding for the Chapter’s work. The ED is responsible for the overall administration of the Chapter and all its programs and divisions, including the LA AAP Institute for Professional Education, LA PediaPAC, and the Louisiana Vaccine Alliance. In partnership with the Board of Directors and other key leaders, the ED helps set the strategic vision for the Chapter and implement policies and procedures to support the realization of that vision. The ED plays a crucial role in fostering relationships with members, organizing events, developing and managing resources, and representing the organization at both local and national levels.

**Responsibilities**:

The ED is responsible for leading and providing strategic direction for the LA AAP mission in partnership with the Board of Directors. Specific responsibilities include, but are not limited to:

* Provides leadership to Chapter staff; sets tone for healthy, inclusive, and productive workplace culture; ensures that the mission and values of the organization are put into practice. Hires, supervises, coaches, evaluates, and (when necessary) dismisses direct reports; implements organizational personnel policies.
* Develops and guides fundraising and grant-seeking strategies to ensure diverse and stable revenue streams in addition to dues.
* Provides programmatic leadership and ensures program objectives are met for LIPE, LA PediaPAC, and Louisiana Vaccine Alliance; Works with staff, Board, and membership to change programs and revise objectives as needed.
* Ensures sound fiscal management practices, including developing and implementing the budget with Board approval and ensuring compliance with all funding and regulatory requirements.
* Collaborates with the Board and other key stakeholders to update and implement successful strategic and annual plans.
* Cultivates new (and nurtures existing) relationships with critical stakeholders, including but not limited to: members, National AAP leaders, partner nonprofit organizations, legislators, government agencies, and board members.
* Maintains a healthy and up-to-date online presence for the Chapter and its divisions, utilizing newsletters, Annual Reports, the Chapter website, and social media.
* Serves as the face of the Chapter in the media and in public.
* Contracts with external bookkeepers, lobbyists, and other consultants to support the mission of the Chapter.
* Works closely with the Board to collaboratively make critical decisions, including the creation or revision of the organizational mission, strategies, and major policies; maintains effective communication with the Board to ensure they are informed and engaged; Prepares materials and agendas for Board meetings.
* Maintains an informed and engaged membership through ambitious membership goals, new member recruitment efforts, and effective communication.

**Qualifications**:

* Minimum of five years of management experience in a nonprofit setting.
* Progressive responsibility for personnel supervision, budget management, and program leadership.
* Excellent written and verbal communication skills.
* Strong business acumen and financial management skills.
* Demonstrated ability to cultivate relationships with external partners and stakeholders to advance the mission of the Chapter.
* Working knowledge of legislative and executive branches of government.
* Highly organized with the ability to manage multiple projects and deadlines.
* Experience with grant writing and grant management is preferred.
* Tech savvy with proficiency in Microsoft Office Suite, Google Suite, and Quickbooks.
* Commitment to the LA AAP mission: To advocate for the optimal health and wellbeing of all youth in Louisiana and those who care for them through education, collaboration, and support.
* Bachelor’s degree required.

**Compensation:**

This role has a salary range of $70,000-$90,000 annually, commensurate with experience and qualifications. In addition, LA AAP provides generous paid time off and sick time. We observe all federal holidays, and our office is closed between Christmas and New Years Day (staff are not required to use PTO for this time). LA AAP has a Simplified Employee Pension Plan (SEP-IRA) through Vanguard, and staff are eligible for a 6.5% employer contribution after 6 months of employment. The ED receives a $500/year stipend to help offset home office expenses, and cell phone bills are reimbursed by the Chapter. LA AAP does not offer health insurance benefits at this time.

**How to apply**:

Submit a resume and cover letter to jobs@publicgoodtalent with “*Application: Executive Director, LA AAP*” in the subject line. Please use your cover letter to explain your interest in the role and why your previous experience has set you up for success in leading LA AAP. We are partnering with Public Good Talent for this search, and all candidates can expect to receive a response within one week of submitting an application. We will begin reviewing applications and scheduling interviews immediately, and the job will remain posted until filled. Applications will be treated confidentially.

**The interview process:**

Successful candidates will participate in multiple interviews, including one with Public Good Talent and two with the LA AAP Search Committee. We may also ask final candidates to submit a work sample. We respect our candidates’ time, and we promise to be efficient during the interview process. We are also committed to keeping our candidates informed – if you have any questions, don’t hesitate to contact Ryan at ryan@publicgoodtalent.com.

*The Louisiana Chapter of the American Academy of Pediatrics is proudly committed to recruiting and retaining a diverse and inclusive workforce. As an Equal Opportunity Employer, we do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical condition), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. We are committed to providing a welcoming and inclusive environment for all our staff members and welcome applications from anyone who is interested in joining our team!*