

Executive Director Job Opportunity
Bronx County Medical Society

Bronx County Medical Society, a leader in promoting excellence in Clinical Care, Education & Public Policy, is seeking an executive director. Candidates should have either a bachelor degree and/or three years of work experience with non-profit medical groups. The Executive Director should be knowledgeable on healthcare policy and nonprofit compliance. Candidate must demonstrate strength in event planning and fundraising, member recruitment and retention, community outreach, and possess strong communication skills. We offer a competitive salary and benefits package. Please send resume and cover letter to Diane Miller, Executive Director at bxcms@msn.com

For more information and a complete job description visit www.bronxdocs.org

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The Suffolk County Medical Society, a 501C-6 corporation, recognized as the premier professional medical association for the physicians of Suffolk County, is seeking to fill the position of Executive Director. Successful candidates will possess a Bachelor Degree, (Masters Degree preferred in a healthcare-related field and/or Business/Finance). Should have minimum of five years experience in healthcare or association management. Must possess the following abilities: have a thorough working knowledge of the health care industry; serve as a strong physician and patient advocate; be able to successfully balance multiple demands; possess strong leadership skills with excellent oral and written communications. For more information and a complete job description, visit www.scms-sam.org. Please forward a resume with a cover letter outlining how you meet the parameters of the position, including salary requirements, to stuscms@optonline.net. Position scheduled to begin February, 2017.

RESPONSIBILITIES:

Expand Membership

Develop relationships with all practice types to encourage participation and ensure a vibrant society for physicians and their patients

Governing Body Interaction

Provide executive support to the Comitia Minora (Board of Directors);

Keep Board informed on issues, needs and operation of BCMS;

Offer professional advice and recommendations, based on appropriate analysis, to Board on items requiring board action;

Interpret and execute intent of Board policy;

Program Development, Execution and Evaluation

Collaborate on education and training programs for members. Secure meeting locations, plan menus for any and all meetings.

Ensure Financial Integrity

Oversee all budget and finance decisions;

Determine that funds are managed and disbursed appropriately, with adequate accounting and controls;

Evaluate financial needs and make appropriate budget recommendations;

Facilitate annual audit with our CPA.

Manage Subsidiaries

Provide management and/or oversight of all BCMS subsidiaries which includes the 1st District Branch Medical Society of the State of New York when the Presidency has moved to the Bronx.

Manage Consultants and Independent Contractors

Oversee all consultants and independent contractors, including, but not limited to:

CPAs;/ Accounting Consultant& Legal Counsel;

Provide Committee Support & Coordinate the annual MSSNY HOD

Coordinate all activities of the, Nominating Committee, Finance/Audit Committee, and miscellaneous task forces and ad hoc committees as well as the annual MSSNY House of Delegates meeting normally held in April of each year

Produce Member Communications

Ensure timely communication of matters relating to the profession of medicine to members and their staffs. Publish a quarterly newsletter "Bronxdocs.org" and provide updates to the website.

Community and Professional Affairs

Serve as primary interface between BCMS and community organizations, including insurance companies, hospitals, businesses, ACOs, independent practice associations, and other health related organizations.

Media Relations

Field inquiries from print and broadcast media and coordinate physician spokespersons;

Serve as BCMS spokesperson along with BCMS President, Past President, or President-Elect.

Public Policy Development

Foster relationships with publicly elected officials; Help organize meetings with these officials

Leadership and Development

Identify and cultivate physician leadership

Workers Compensation Applications

WC regulations require that all applications for authorization be processed by the County Medical Society in which the physician's office is located