



# Ohio Osteopathic Association

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## **Ohio Osteopathic Association Executive Director**

### Ohio Osteopathic Association

The Ohio Osteopathic Association (OOA) was founded in 1898. It is governed by a Board of Trustees, composed of practicing osteopathic physicians, a resident in training, and student representatives from the Ohio University Heritage College of Osteopathic Medicine (OU-HCOM). The mission of the OOA is to promote the distinctive philosophy and practice of osteopathic medicine in Ohio and support Ohio's osteopathic physicians in delivering principle-centered medicine and achieve the quadruple aim – better outcomes, lower cost, improved patient experience, and improved physician experience and wellbeing. The OOA's vision is to be the professional home for all osteopathic physicians in Ohio.

The goals of the OOA include:

- To protect the right to practice osteopathic medicine
- To enhance public awareness of the osteopathic profession
- To preserve osteopathic principles
- To strengthen the practices of OOA members
- To promote the public health of the people of Ohio
- To demonstrate the value of OOA membership
- To ensure continued growth and financial stability of the association
- To inspire unity, pride, leadership, and a sense of volunteerism

### Ohio Osteopathic Foundation

The Ohio Osteopathic Foundation (OOF) is the charitable arm of the Ohio Osteopathic Association, founded in 1963 to support osteopathic education and research in the state of Ohio. It is a 501(c) (3) tax-exempt scientific and educational organization. The OOF is an approved sponsor of Category 1-A Continuing Medical Education (CME) programs in Ohio and serves as an umbrella for districts and affiliated organizations, which can sign agreements to become American Osteopathic Association (AOA) CME Category 1-A providers under the OOF's supervision. From June 1975 until April 1983, the OOF was funded by a mandatory assessment, unanimously approved by the OOA House of Delegates. Today, the OOF depends on tax-deductible contributions and grants from other foundations and governmental agencies to carry on its work. The OOF has donated more than \$1 million over the years to fund projects at OU-HCOM. The foundation supports student activities, public health educational initiatives, and provides white coats for every student who is accepted at OU-HCOM.

## Ohio Osteopathic Symposium

The Ohio Osteopathic Symposium is the state's premiere annual CME educational event co-sponsored by the Ohio University Heritage College of Osteopathic Medicine and the Ohio Osteopathic Association. The Symposium program offers an average of 30 hours of AOA Category 1-A CME credit, with a variety of workshops and lectures providing the most up to date information of interest to physicians.

## Executive Director Search

The OOA is initiating a search for an Executive Director to serve as the chief executive officer of the OOA, OOF and affiliated organizational entities, reporting directly to the Boards of Trustees.

### Position Summary

The Executive Director serves as chief executive officer for the Ohio Osteopathic Association (OOA) and the Ohio Osteopathic Foundation (OOF) and is responsible to the Board of Trustees for the effective conduct of the affairs of the association and its affiliated bodies. The OOA Executive Director also serves as Executive Director of the Ohio State Society of the American College of Osteopathic Family Physicians under a contract approved by the OOA Executive Committee.

The Executive Director coordinates the planning and formulation of association goals and objectives. Within this framework, plans, organizes, coordinates, controls, and directs all programs, projects, staff, and activities of the association, serving as the association's primary contact with community and government agencies, related medical and health entities, and constituents.

### Major Responsibilities

Within the limits of the bylaws of the association and policies established by the board, the Executive Director, with appropriate delegation of authority where applicable:

- Establishes administrative policies and provides for office operations.
- Manages the finances, budgeting, buildings and property of the association and affiliate organizations managed by the OOA.
- Recruits, hires, determines compensation, and dismisses as necessary all staff employees.
- Acts as principal staff to the Boards of Trustees and ensures Board members are kept informed on the condition of the Association and its affiliates; ensures that complete and accurate records of Association activities are created and maintained; coordinates with staff to recommend agenda items for Board meetings and prepares materials for action or report.
- Ensures the legal integrity of the association and affiliate organizations and employs legal counsel when required.
- Serves as an ex officio member of the committees of the association and affiliate organizations and monitors and assists all committees in their operation.
- Maintains a high awareness of the principles, history, and development of the osteopathic profession in the United States and Ohio.
- Plans and conducts a public relations program to enhance awareness of the osteopathic

profession in Ohio.

- Collaborates with officials of graduate medical education training facilities promoting osteopathic education, toward maintaining greater cooperation between these institutions and association members.
- Aids the Ohio district academies associated with the osteopathic profession.
- Maintains liaison relations with state and federal government agencies involved in physician licensing, determination of health care fees and services, and all other programs related to medical care.
- Assists, coordinates, and maintains records for the meetings of the Association's House of Delegates.
- Maintains effective member relations with existing and potential association members through state-wide travel, maintaining on-going communication with members through various communications to include publications and social media and beyond.
- Maintains a current working knowledge of the health care environment, both nationally and in the state, including significant developments and trends affecting the practice of medicine.
- Performs other duties as may be specified in the Bylaws or directed by the Board of Trustees.

Qualifications for the Executive Director:

- Bachelor's degree plus several years of experience in a management/executive position with a membership association, health related or other not-for-profit organization.
- Knowledge and experience in general administrative and finance operations, law, association management, healthcare.
- Effective experience in managing, directing and delegating responsibilities to a diverse staff.
- Familiarity, experience with state government administration, the state legislative process, or both.
- Exhibits strengths with communication and fostering relationships with stakeholders.
- Experience in organizing and conducting professional meetings; preparing publications such as newsletters or magazines for professional associations.
- Experience in developing and managing collaborative relationships with other organizations that have missions complementary to and supportive of the Association and its mission.
- Effective presentation, public speaking, communication, and media relations skills, with experience in addressing diverse groups.
- Familiarity with osteopathic medicine, pre-doctoral medical education, post-graduate medical education and medical research.
- Previous employment as an executive director or assistant to an executive director of a professional association is helpful, preferably having passed the Certified Association Executive (CAE) examination.
- Demonstrated positive reputation among persons and groups with whom the Association will

have frequent contact.

- Experience with all aspects of event planning.
- Competency in the use of electronic communication and other office management technology, including an understanding of web-site development and management.
- Willingness to travel as required in fulfilling responsibilities.

Additional desired qualifications:

- Ability to prepare and coordinate an annual legislative program as well as legislative updates.
- Experience with overseeing legislative liaison activities with the state legislature and representatives in the United States Congress.

#### Interested Candidates

Those interested in becoming a candidate for Executive Director are to respond in writing to:

Nicklaus Hess, DO

OOA President

employment@ohiodo.org

Please include your cover letter, curriculum vitae/resume, salary history, compensation requirements, and contact information for at least three professional references. No phone calls please.

8/16/2023