



Society of American Indian Dentists

Position Summary

The Executive Director is the chief management leader of the Society of American Indian Dentists (SAID). The Executive Director is responsible for overseeing administration, programs, and the strategic plan of the organization. Key duties include fundraising, marketing, conference planning, and community/student outreach. The position reports directly to the Board of Directors.

General Responsibilities

Board Governance

- Lead SAID in a manner that supports and advances the organization's mission.
- Communicate effectively with the Board, providing timely and accurate information for informed decision-making.
- Ensure operations comply with the organization's bylaws.

Financial Performance & Viability

- Develop and maintain resources to ensure the organization's financial health.
- Lead fundraising and revenue development activities that support SAID's mission.
- Work with the Treasurer to prepare and present the annual budget and accurate monthly financial reports.
- Maintain strong fiscal management practices to ensure responsible use of resources and a positive financial position.

Mission & Strategy

- Implement programs that advance SAID's mission.
- Lead strategic planning to ensure long-term organizational success.
- Enhance SAID's visibility by actively engaging with professional, civic, and private organizations.

Operations

- Oversee and allocate resources to ensure effective operations.
- Hire, supervise, and retain competent staff.
- Ensure effective administration of all organizational functions.
- Sign contracts, agreements, and other official documents on behalf of SAID.

Specific Duties

- Report to and collaborate with the Board of Directors on policy, fundraising, and organizational visibility.
- Supervise and work closely with staff.
- Lead strategic planning and implementation of organizational objectives.
- Partner with the Treasurer on budget preparation and execution.
- Serve as SAID's primary spokesperson to members, media, and the public.
- Build and maintain partnerships with external organizations to advance SAID's mission.
- Lead fundraising and donor relations efforts.
- Oversee marketing, communications, and public relations.
- Support Board and committee meetings.
- Establish and maintain policies and procedures for effective daily operations.
- Represent SAID on conference calls (e.g., ADA, COVID Task Force, DDS) as directed by the Board.
- Review and approve contracts for services.
- Manage administrative needs (e.g., DUNS, Tungsten, logins, e-commerce, website/domain).
- Perform other duties as assigned by the Board.

Professional Qualifications

- Bachelor's degree required.
- Five years of nonprofit management experience preferred.
- Demonstrated success working with a Board of Directors.
- Transparent, high-integrity leadership style.
- Strategic thinker with the ability to communicate vision effectively.
- Proven record in revenue generation and financial management.
- Strong fundraising and donor relations skills.
- Experience building partnerships with funders, agencies, and volunteers.
- Excellent organizational skills, including planning, delegation, and program development.
- Strong financial acumen, including budgeting, fiduciary stewardship, and reporting.
- Exceptional written, oral, and public speaking skills.
- High energy and strong work ethic.

Evaluation

The Executive Director evaluation will be done annually by the Executive Board members.

Compensation

- Monthly rate commensurate with experience.
- Lodging provided for assigned conferences.
- Travel expenses reimbursed when approved by the Executive Board.