



ORGANIZATION FOR SAFETY, ASEPSIS AND PREVENTION

EXECUTIVE DIRECTOR JOB SEARCH

ABOUT OSAP

The Organization for Safety, Asepsis and Prevention (OSAP) is a growing community of educators, researchers, clinicians, consultants and industry representatives who advocate for safe and infection-free delivery of oral health care. OSAP focuses on strategies to improve compliance with safe practices and on building a strong network of recognized infection control experts. OSAP offers an extensive online collection of resources, publications, checklists and toolkits that help dental professionals deliver the safest dental visit possible. Plus, online and live courses help advance the level of knowledge and skill for every member of the dental team.

Founded in 1984 and formally incorporated as a non-profit organization in 1985, OSAP is comprised of two separate but linked organizations:

OSAP is a 501(c)(6) membership organization. The Association is the voice of leadership for science-based dental infection prevention and safety practices through quality education worldwide. There is no other dental specific organization that is focused on infection prevention and safe care.

OSAP also maintains the OSAP Foundation, a 501(c)(3) tax-exempt educational foundation. The Foundation supports the Association's ability to execute its mission by raising funds and cultivating partnerships with health care, private sector business, foundations and government agencies. The Foundation is fully engaged in the Association's strategy promoting safety and infection prevention.

For more information, please call +1 404.240.0999 or email info@meetingexpectations.com

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POSITION DESCRIPTION

TITLE: EXECUTIVE DIRECTOR

The Executive Director (ED) serves as the chief staff officer and is responsible to the Association and Foundation Board of Directors (BOD) for overall administration and operation of the organizations. The Executive Director advises and assists the OSAP Board of Directors in the formulation and implementation of strategies, objectives and policies in support of advancing the organization's mission.

The Executive Director reports to the Vice President, Association Management Business Unit, of Meeting Expectations, the employer for this position.

PRINCIPAL DUTIES AND RESPONSIBILITIES

LEADERSHIP AND MANAGEMENT

- The ED works within the limits of the OSAP Mission Statement and Bylaws, Board policies and established business guidelines of Meeting Expectations.
- Communicates with the OSAP Board of Directors with regularly scheduled meetings, progress reports, and action plans regarding programs and projects of importance to the organization so the Board may effectively carry out its responsibilities.
- Provides strategic review of the OSAP activities to ensure they support the organization's strategic plan, are prioritized and executed.
- Manages association staff and consultants, including contractual consultant agreements.
- Monitors changing conditions related to the profession to enable OSAP to provide leadership in developing and communicating programs and resources.
- Maintains strategic partnerships and represents OSAP at national events and conferences.

EDUCATION

- Oversees and supports education strategy in coordination with education support staff.
- Oversees and ensures effective professional development programs are consistent with the Association objectives, including online, live events and educational courseware.

COMMUNICATIONS

- Administers an effective internal and external public relations program that is responsive to the needs of the membership and the profession.
- Oversees membership marketing, member services and member benefits to enhance member and partner experiences.

FINANCIAL AND LEGAL

- Accountable for the fiscal and legal integrity of the Association including annual budgets and monthly financial statements.
- Monitors and processes all federal, state and local regulatory requests, provides vulnerability assessments and recommendations in alignment with non-profit organizational regulations.

FUNDRAISING AND GRANT MANAGEMENT

- In coordination with the OSAP Foundation, leads grant proposal development and submission, prepares and organizes grant submission materials, and monitors grant execution.
- Oversees deliverables for reporting requirements for grants and government contracts.

REQUIREMENTS AND QUALIFICATIONS

REQUIRED EDUCATION & EXPERIENCE

- Bachelor's degree
- Advanced degree and/or Certified Association Executive (CAE) highly preferred
- Association Management: 5 years or more
- Medical or dental experience: 5 years or more highly preferred

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- Hands-on budget management skills, including budget preparation, analysis, decision-making, and reporting.
- Marketing experience with keeping and attracting new members in non-profit organizations.
- Fundraising and grant management skills and experience required.
- Strong strategic planning skills, including program development and project leadership experience.

- Demonstrated ability to oversee, recruit, and collaborate with strategic partners.
- Knowledge of continuing education provider recognition.
- Strong written and oral communication skills.
- Proficient with web-based tools and technology.
- Ability to maintain composure and remain calm under pressure with a positive attitude.
- Up to 25% travel required.