

THE HAWAII MEDICAL ASSOCIATION

Executive Director Job Description (Full time position)

The Company

Serving Hawaii since 1856, the Hawaii Medical Association (HMA) is a voluntary, professional membership, non-profit organization serving approximately 1,100 physicians, resident physicians and medical students in the State of Hawaii. HMA is dedicated to serving physicians, their patients, and the community through representation, advocacy, and public service. It is committed to promoting high standards in medical education and to representing the interests of patients and their physicians in an ongoing effort to assure quality health care for all residents and visitors in Hawaii.

HMA is a part of the American Medical Association and the parent organization for Hawaii's component medical societies that operate independently, but in network with the HMA.

Job Description Summary

The Executive Director of the Hawaii Medical Association reports to the President and the Executive Board of HMA, leads and manages the operations and shall fulfill the following responsibilities and perform duties assigned by the HMA President or the Board of Directors in order to successfully facilitate the Association's initiatives, mission, and annual programming for its membership and the good of the community.

- Develop and implement strategic plans that meet HMA goals and objectives created in partnership with the Board of Directors
- Recruit and develop a team of leaders and volunteers to manage critical HMA functions - financial, legislative and regulatory goals, objectives, and policies
- Ensure HMA commitment to and compliance with all applicable State and Federal laws and regulations
- Create a culture of collaboration, transparency and communication throughout the organization
- Develop positive relationships with members and county organizations – the medical community and government agencies
- Proactively address challenges in the internal and external environment to protect HMA interests and initiatives.

- Ensure HMA is working under its By-laws, state and federal employment laws and rules and regulations set forth in the employee handbook
- Provides for general office services to the membership for HMA related programs and events.
- Serve as coordinator and designated point of contact for all annual, special events and meetings
- Oversees the managing of membership records and accounts and ensures its growth
- Manage general marketing functions, including maintaining and updating the HMA website, creating and distributing HMA brochures and flyers and generating social media content in accordance with HMA standards
- Oversees the accounting functions of the HMA including bookkeeping, record keeping, preparing invoices, paying bills, making deposits and filing all required reports
- Work with the HMA auditor to insure the HMA annual report, bookkeeping and tax filings are done correctly
- Develop new revenue streams to ensure the organization's long-term growth and fiscal health
- With the approval of the Executive Committee, execute contracts, grants and similar commitments.

Qualifications

- Previous experience in a senior leadership role, working with boards of directors and directing committees.
- Demonstrated ability to develop and implement successful strategic plans
- Understanding of financial strategies and finance-related performance metrics
- Strong aptitude for verbal and written communication, presentation, and relationship development
- In-depth knowledge of best practices in management and governance
- Knowledgeable in the management of an office and staff including the use of business machines and business and accounting software

- Takes initiative in conducting administrative duties
- Able to collaborate and work with others as a team
- Has excellent interpersonal and communication skills
- Bachelor's degree or qualifying job experience.

Salary ranges from \$90,000 - \$95,000 commensurate with experience.

Please forward resume and cover letter to

Yvonne.morris@hma-assn.org