

Title: Executive Director
The Oral and Maxillofacial Surgery Foundation (OMSF)
Rosemont, Illinois

The Oral and Maxillofacial Surgery Foundation (OMSF) invites applications for the new position of Executive Director. The OMSF is dedicated to advancing the long term development, health and well-being of the specialty and the public it serves through financial support of research and education consistent with the goals of the American Association of Oral and Maxillofacial Surgeons (AAOMS).

The Oral and Maxillofacial Surgery Foundation (OMSF) seeks a dynamic, innovative Executive Director with the capacity to think strategically and the ability to build an integrated, effective team of board members, volunteers, and staff to pursue our mission.

Responsibilities: The Executive Director will be responsible for overseeing all aspects of OMSF, including: soliciting funds for program growth, public outreach, advocacy, organizational development, and administration. The Executive Director will serve as the face of the Foundation and strongly position the organization in all of its support markets. He/she will assure that the organization is well-managed and positioned for aggressive growth. A key success factor will be maintaining and further developing the Foundation's relationship with the AAOMS. This person must be willing to build and manage an effective internal team, as well as to develop the board of directors and our auxiliary group, the Alliance.

Requirements: A minimum of 5 years of management experience working in a health or education-related Foundation, including foundations associated with professional societies, is required. The ideal candidate is a passionate, articulate communicator with an entrepreneurial spirit who is genuinely committed to advancing research and education in a vital health field. He/she is a successful relationship-builder who has a proven track record of working comfortably and effectively with a non-profit Board of Directors and healthcare professionals. Strong experience in fundraising, budget oversight and organizational management is a must. Availability to travel is necessary.

Please email resume and list of three references to omsfed@aaoms.org.

No phone calls or hard copy resumes mailed to OMSF.

Deadline for submittal of resumes is September 15, 2010.