

## **Executive Director/CEO**

New Jersey Chapter, American Academy of Pediatrics - East Windsor, NJ 08520

The Executive Director (ED)/Chief Executive Officer (CEO) is responsible for the overall NJ AAP operation and management and serves as a force behind making NJ AAP a vital and reputable organization for pediatric issues. They assist the NJ AAP Executive Committee, Executive Council, PCORE Executive Advisory Council: leadership functions, establishing Chapter policies and procedures, planning programs, maintaining the chapter's membership, communicating with its officers, committees, and Executive Committee and other related external organizations. They also oversee the financial affairs of the Chapter, grant and contract related applications, administration, and activities. They will maintain close working relationships with the leadership and key stakeholders in the government and community, and serve as an ex-officio member of the Executive Committee & Council.

The qualified applicant should have a Bachelor's degree in public administration, public health, or health related field, a minimum of ten (10) years' experience in nonprofit management and supervisory/administrative experience. The applicant must be a leader that will drive the alignment of the organizations short term and long-term goals while motivating and mentoring a team of like-minded professional to reach their full potential. The applicant should also have a strong business acumen and an understanding of key financial performance(s) of an organization. The candidate must have public speaking skills, experience with program development/implementation, grant writing and resource development. If you are interested in this position, please email your cover letter and resume.

Job Type: Full-time

Experience:

- relevant: 10 years (Preferred)

Education:

- Bachelor's (Required)

Additional Compensation:

- Bonuses

Work Location:

- One location

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off