**Vice President of Operations and Executive Director of the Foundation**

**Strategic Job Functions**

**Membership: 7%**

**Advocacy: 3%**

**Communications: 5%**

**Education: 25%**

**Leadership: 35% (15% Foundation; 20% Academy)**

**Staff management: 5%**

**Administration: 12%**

**Strategy: 8%**

The Kansas Academy of Family Physicians (KAFP) is a 501c6 and serves as the Kansas chapter of the American Academy of Family Physicians. With nearly 2,000 active, resident and student members, the Academy’s mission is focused on empower and cultivate Kansas family physicians to:

* Serve as trusted and innovative leaders
* Champion a diverse, sustainable and inclusive workforce
* Advocate and collaborate for the health of all Kansans
* Pursue professional development and personal well-being

While our office is virtual and our small staff team works from home offices, some local and national travel is required of this position. As such, candidates living in Missouri, Kansas, Oklahoma, Colorado and Nebraska are desired.

Our culture is fun and flexible. We work hard but encourage our staff team to take time to play hard too. Community service projects are encouraged and we don’t care if you need to make an appointment in the middle of the day, as long as your work gets done. Our benefits are generous too and include PTO, medical, dental and vision insurance. We also offer retirement benefits and you’ll have a professional development budget. Plus, we’ll reimburse for home office set-up requirements such as home internet and mobile phone services. Some evenings are also required to accomplish the work of this position. You will earn comp time for any time required of you on the weekend. This is a full-time, non-exempt, permanent position with a starting salary of $55,000. We are not looking for contract staff or third parties to fill this position. KAFP is an equal opportunity employer.

**Job Summary**

The ideal candidate will thrive in a small team that makes a big impact. This person will be instrumental in developing and implementing a communications strategy, increasing member engagement and developing and optimizing professional development opportunities for our members and customers. They should be passionate about optimizing the health of patients, families and communities of Kansas through patient care, advocacy, education and research. Most importantly, the ideal candidate will think strategically and proactively address their work, driving forward the mission of the KAFP. They will be a leader on the staff team and looked to as an expert in the specific responsibilities outlined below.

**Professional Development**

In production of KAFP’s premiere continuing medical education (CME) event, *Fam Med Forward*, this position is responsible for managing the CME, administration and logistics, including:

* + Serve as the staff liaison for the Professional Development Committee, including but not limited to:
* Attending meetings
* Working with chair to plan committee meetings
* Preparing meeting materials
* Writing and distributing minutes
* Implementing committee projects and programs
* Communicating regularly with committee members on relevant issues
* Carrying out directives relative to all projects as required
* Update staff team on relevant matters related to the work of the committee or task force
  + Develop and maintain a system for soliciting proposals for CME activities
  + Seek out professional development opportunities that meet the needs of the members
* Staff liaison with external meeting manager for all aspects of professional development events
* Marketing copy writing for CME events and opportunities
* Draft scripts for conferences
* Identify non-dues revenue streams related to conferences (pre/post-con educational offerings; unique and new sponsorship opportunities; Foundation fundraising events)

**CME Events**

* + Oversee the implementation of KAFP’s CME events
  + Serve as Project Manager, including responsibilities of Operations Manager
  + Coordinate event logistics such as: scheduling of date/time, booking of speakers, booking of venues, booking of vendors, and all other logistics as needed
  + Manage the budget, expenses and revenue for KAFP CME events and opportunities. Evaluate and update processes and operations as necessary for future events
  + Apply for CME accreditation, manage CME earned by members, report CME for members, orchestrate “certificates of completion” for non-members
  + Compose ROI reports after the close of each event
  + CME events such as: annual CME conference, one-off CME events in-person or virtually, series CME events, and events related to grant funded programming
  + Assist with event logistics for non-CME events, such as: Advocacy Day, board meetings, etc.

1. Direct and Manage KAFP Implicit Bias Training:

* Work with volunteer workgroup to identify learning objectives, speakers and training logistics needed to accomplish the goals of the implicit bias training grant
* Manage budget (revenue and expenses)
* Define and direct staff team to support program administratively
* Serve as project lead reporting to CEO

1. Direct and Manage KAFP Rural Health Summit:

* Work with volunteer workgroup to identify learning objectives, speakers and training logistics needed to accomplish the goals of the Rural Health Summit grant
* Co-lead and manage with chapter partners
* Manage budget (revenue and expenses)
* Define and direct staff team to support program administratively
* Serve as project lead reporting to CEO

**Provides staff support to the following committees, task forces and work groups**:

* Professional Development Committee
* Implicit Bias Training Workgroup
* Rural Health Summit Workgroup
* Foundation Board of Trustees
* Academy Board of Directors

Staff support of above listed groups, to include:

* Attending meetings
* Working with chair to plan committee meetings
* Preparing meeting materials
* Writing and distributing minutes
* Implementing committee projects and programs
* Communicating regularly with committee members on relevant issues
* Carrying out directives relative to all projects as required
* Update staff team on relevant matters related to the work of the committee or task force

**Works with the CEO to track progress on the strategic plan and the annual operating plan**:

* Serve as the operations manager for KAFP, at the direction of the CEO
  + - *responsible for managing vendors, operations, budgets, project delivery and strategy*
    - *responsible for managing activities that are part of the production of goods and services*
  + Oversee the development of projects, manage the progress of project plans, responsible for project reports and analysis (key performance indicators
  + Ensure streamlined procedures are in place for business operations, work with key players in developing appropriate procedures when lacking and update existing procedures to meet the changing needs of the business
  + Assist the CEO in the development of annual budgets

Manage the implementation of, and adherence to, the record keeping policies for both KAFP and KAFP Foundation

**Finance**:

* + Responsible for budget development and management for the KAFP Foundation, our 501C3. Ensure processes surrounding the collection of all monies is accurate, efficient, and meets the needs of the business and the accountant
  + Work with the CEO in all other financial activity as requested

**Family Doctor of the Day (FDOD) program**:

* Serve as the project manager for the FDOD program
  + Manage the recruitment and scheduling of volunteers
  + Manage the relationship with the legislative services office at the capitol
  + Manage the supplies onsite at the FDOD office
  + Manage the budget of the program

**Foundation**:

At the direction of the CEO, serve as the lead staff member for all Foundation activities, including but not limited to:

* + Responsible for the governance of the Foundation Board of Trustees
    - Development of board meeting materials
    - Management of volunteers
    - Taking minutes and maintaining an archive of minutes
    - Assembling the nominating committee, and managing the elections process
  + Implement, manage and track the progress of the strategic plan of the Foundation
    - Develop KPI reporting
  + Manage the development of the annual budget, monitor the budget throughout the year and analyze the budget at EOY in preparation for the next year’s budget
  + Develop financial reporting for the Board of Trustees in consultation with the accountant, financial policies in place and the treasurer
  + Oversee the management of the Foundation’s invested funds, allocate returns to specific fund awards and maintain accurate and current fund balances.
  + Apply for grant funding (such as AAFP Foundation’s FMPC opportunities); track opportunities, applications, funding and feedback to better develop grant applications for future funding opportunities.
  + Manage grant funded projects from application, through implementation, final report submission and project analysis.
  + Manage named funds with the KAFP Foundation to ensure they are being implemented per gift agreement terms and that accurate record keeping is made.
  + Manage project plans for various Foundation awards
  + Complete an annual program review of all Foundation programming.
  + Develop and manage an annual fundraising strategy.
  + Manage KAFP Foundation fundraising events.
  + Manage donor relations, tally donor giving and produce an honor roll of donors annually.
  + Manage the Memorandum of Agreement between the KAFP Foundation and the KAFP, including the development and tracking of key performance indicators tied to the management agreement.
  + Audit staff time spent on Foundation activities to ensure labor costs are within budget.
  + Ensure the programs and projects of the Foundation align with the strategic direction.

**Other duties:**

At the direction of CEO, represents KAFP at meetings with outside organizations (growing the understanding of family medicine within those organizations).

Coordinates Kansas dinners held during the AAFP Annual Chapter Leadership Forum (in Kansas City) and the AAFP Congress of Delegates (in host city). Coordinates national campaigns and hospitality suites held during AAFP Congress of Delegates (in host city).

Manages special projects as assigned (such as lead the Academy’s Strategic Planning process, when applicable)

Oversee day to day management of grant-funded staff.

Miscellaneous requirements:

* Develops and monitors budget for programs, activities and publications related to scope of responsibility
* Assists with staffing events, meetings, clusters and programs as assigned
* Prioritizes work to complete all responsibilities efficiently and on time
* Is a forward-thinker and self-motivated. Maintains a cooperative attitude, remains flexible to changes in priority and strives to maintain harmonious relationships with KAFP staff, members and all others who come into contact with the KAFP

**Education and skills required:**

Minimum requirement of bachelor's degree with five years’ experience in association work and three years’ experience with medical association that provides accredited CME. Excellent grammar; superior writing skills; efficient; self-starter and detail-oriented; strong organizational skills; service oriented; cooperative; positive attitude; professional demeanor. Certified Association Executive (CAE) credential desirable.

Interested candidates should email a cover letter and resume to [info@kafponline.org](mailto:info@kafponline.org).