

Vermont Medical Society

Executive Vice President

Job Description

Classification: Exempt
Reports to: Board of Directors
Date of Revision: April 10, 2017

The Vermont Medical Society (VMS) is the leading voice of physicians in the state and is dedicated to advancing the practice of medicine by advocating on behalf of Vermont's doctors and the patients and communities they care for.

The Society serves its 2,000+ members through public policy advocacy on the state and federal levels, as well as by providing legal, administrative and educational support, producing a rich flow of news and information and offering member benefits that increase medical practice effectiveness and efficiency. Founded more than 200 years ago, the Society has long been recognized as one of the state's most prominent health care organizations. www.vtmd.org

In addition, the VMS created the Vermont Medical Society Education and Research Foundation (VMSERF). The VMSERF is a 501(C)3 not-for-profit public benefit corporation organized exclusively for charitable, educational, and scientific purposes. The mission of the VMS Foundation is to advance the public good by supporting education, improvement, and evaluation in the field of health. www.vmdfoundation.org

Position Summary

The Executive Vice President (EVP) is responsible for the leadership, management, and administration of the Vermont Medical Society and its foundation, including its overall programmatic, financial, and organizational health. The EVP is responsible for cultivating and nurturing relationships with existing members, growing new membership, promoting policy positions on behalf of its members, and overseeing the continued success of the organization. The EVP provides strategic leadership to the organization, working closely with the Board, members, and staff to set strategic priorities and direction. The EVP oversees the day to day running of The Society and acts as the fiduciary of the Foundation.

Responsibilities

1. Leads the Society and its Foundation.
2. Identifies physician service and policy needs.
3. Engages regularly with VMS members and Board to shape the organization's agenda, member services, and policy perspectives.
4. Develops recommended program and policy perspectives.
5. Serves as spokesperson on policy issues.
6. Provides leadership and management to ensure that the mission and core values of the organization are put into practice.
7. Works with the Board, committees, members, and staff team to develop strategic plan, define organizational priorities, and continuously improve member services.

8. Spearheads the development, communication, and implementation of effective growth strategies and processes across the organization.
9. Leads The Society's staff team.
10. Develops employee engagement at all levels of the organization and ensures staff are being developed and contributing effectively.
11. Develops Board members into leaders and advocates for the organization.
12. Represents the organization with members, perspective members, partner organizations, and at the State House.
13. Attends State House hearings and lobbies on behalf of VMS and its member.
14. Assumes fiduciary responsibility for the organization and its foundation.
15. Sets and manages The Society's annual budget with support from the Board and ensures the organization's financial health and security.

Desired Skills

- Significant Health Policy knowledge
- Strong understanding of State political systems and how to engage effectively within them
- Lobbying
- Strong written and oral communication skills
- Board management
- Member engagement
- Relationship and partnership building
- Administrative skills and business acumen
- Ability to lead and develop high performing teams

Desired Qualities

- Passion for healthcare policy
- Guided by integrity and good judgement
- Member oriented
- Collaborative and strategic

Work Location and Environment

This position is based in Montpelier, VT. The role typically operates in a professional office environment with work regularly occurring outside of the office at the State House and engaging with members across the state. It is a highly collaborative and high performing work environment with a "flat hierarchy" and a high degree of delegation of responsibilities. The office is dog friendly.

Travel

Some local and national travel is required in this role to connect with members and partners and to advocate on behalf of members. The EVP must be able to travel regularly by car around the state and by plane as needed.

Education and Experience

- A Bachelor's degree is expected

- An advanced degree is desired
- Significant Health Policy experience is desired; State and Federal experience a plus
- Demonstrated track record of success and increasing responsibility leading to senior leadership positions in health policy organizations or related fields (10+ years desired)
- Experience lobbying preferred
- Experience managing high performing teams

******Gallagher, Flynn, and Company, LLP has been retained to support the VMS with this search. Please contact Krysta Sadowski (ksadowski@gfc.com) with any questions or expressions of interest (resume and cover letter). Please do not contact the organization directly.******

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.