



## **JOB DESCRIPTION**

### **North American Primary Care Research Group (NAPCRG) Executive Director**

The Executive Director (ED) reports to the NAPCRG President/Board of Directors as well as the Executive Director/CEO of the Society of Teachers of Family Medicine. The ED is responsible for implementing the strategic plan, financial, public relations, educational, membership, and other programs and policies approved by the NAPCRG Board. The responsibilities of the individual in this position include the following:

1. implement and augment policy decisions of the NAPCRG Board of Directors in the accomplishment of the organizational objectives and the strategic plan
2. execute contracts and sign formal reports
3. staff the Board of Directors, Executive Committee, other committees and task forces of the board
4. facilitate communication between and represent NAPCRG at other family medicine and primary care meetings and with other organizations (eg, Council of Academic Family Medicine, Working Party, College of Family Physicians of Canada)
5. retain outside legal counsel, public relations, grant writing and other outside consultants relative to NAPCRG business
6. maintain the financial stability of NAPCRG. Assist the CFO, Secretary-Treasurer and Operations Manager in drafting the annual budget for approval by the NAPCRG Board. Is responsible for working with staff to provide reports and projections of fiscal needs as well as the proper disbursement of funds.
7. investigate potential methods and develop resources to address member needs, provide financial growth, and advance organizational priorities
8. inform the NAPCRG Board and STFM CEO of the administrative and staffing needs of NAPCRG related to expansion and development and make recommendations relative to meeting those needs
9. be responsible for the execution of services listed within the STFM/NAPCRG management agreement
10. be responsible for the supervision, evaluation, and the performance duties of NAPCRG staff

## Skills

Qualified candidates will have senior level experience working with a nonprofit organization. Bachelor's degree required; master's degree or higher favorably considered. Strengths in the following areas should be identified:

- Experience working with membership organizations including member recruitment and retention skills
- Experience working with a board of directors
- Ability to execute activities completely – meeting deadlines, measures, and cost estimates
- Excellent interpersonal, verbal, and written communications skills
- Expertise at successfully working with and leading teams
- Demonstrated acumen with budgeting and financial management
- Skilled at developing and nurturing positive relationships with members, staff, organizational leaders, and external partners to enhance service, manage expectations, and respond to member feedback in a timely and efficient manner
- Proven success in developing and implementing multi-year strategic plans and measuring their successful implementation
- Proven success at developing and managing new programs that generate revenue
- Experience at working with research and research grants is not required but will be favorably considered
- CAE preferred

## Measures of Success for Executive Director

<b>Outcomes</b>	<b>Tool for Measurement</b>
Timely implementation of the NAPCRG Strategic Plan	Strategic Plan Dashboard
Economic stability of organization	Budget performance
Successful implementation of new programs prioritized by Board	Programs meeting their objectives
Staff feels respected	Annual evaluation by Board; Regular staff evaluation
Members generally satisfied	Membership survey
Positive relationship with members of the family of family medicine	Feedback regularly
Development of alliances with other organizations consistent with NAPCRG strategic priorities	Annual evaluation by Board
Board rapport communication is supportive in nature	Annual evaluation by Board