



# AMERICAN BOARD OF PEDIATRIC DENTISTRY

Only certifying board for the specialty of Pediatric Dentistry  
recognized by the American Dental Association

**Title: Executive Director**  
**Reports To: ABPD Board of Directors**

**FLSA Status: Full-Time Exempt**  
**Prepared: February 12, 2021**

---

## **I. Summary**

All activities of the American Board of Pediatric Dentistry (ABPD) shall be carried out under the leadership and direction of the Executive Director (ED) who shall be responsible to the Board of Directors (BOD) for the administration of the ABPD in accordance with budgets, policies, and programs approved by the BOD.

## **II. Essential Duties and Responsibilities** include but are not limited to:

---

- Guide the ABPD in a manner that supports its mission and strategic plan as defined by the BOD.
- Consult regularly with the BOD and be available for consultation with individual members as required.
- Keep the BOD fully informed on significant developments in the dental and medical professions and certifying boards that may impact ABPD.
- Serve as the main point of contact between the staff and the BOD.
- Support a culture of effective communication and transparency within ABPD, within the ABPD staff, between the BOD and the ABPD staff, and between the BOD and the association management company.
- In conjunction with the Deputy ED, develop, maintain, and lead the staff, as well as coordinate with the diplomate volunteers, to actively carry out programs and tasks to achieve ABPD's strategic initiatives and further the mission of ABPD.
- Ensure finances and governance are maintained to promote sustainability of ABPD.
- In conjunction with the Deputy ED, oversee the quality of services provided by all vendors and operate within the budgetary limitations and work plan approved by the BOD.
- Confer regularly with legal and other advisors of ABPD to seek guidance and counsel in the development of programs for the benefit of ABPD and its applicants and diplomates and make recommendations to the BOD for implementation of such programs.
- Develop and continue to nurture relationships with leadership of the American Academy of Pediatric Dentistry, the College of Diplomates of the ABPD, and other dental specialty boards, as well as diplomates and other stakeholders. Maintain the day-to-day relationships between ABPD and other organizations.

- Advise and counsel the BOD regarding policies and programs that meet the needs of ABPD at BOD meetings.
- Be the secondary ABPD spokesperson, as the president of the BOD is the primary spokesperson.

### **III. Supervisory Responsibilities**

---

The Executive Director is responsible for the overall supervision, effectiveness, and evaluation of the ABPD staff. Specifically, the ED directly supervises the Deputy ED who is responsible for the day-to-day supervision and duties of the headquarters staff. The ED is the main point of contact between the staff and the BOD and works closely with the BOD and association management company to ensure proper staffing is achieved.

### **IV. Competencies**

---

The Executive Director must have the skill and talent to assist the BOD in fulfilling their responsibility to set policy for the ABPD and to carry on its business by managing and being responsible for:

- Forecasting industry conditions, assessing organizational needs, and allocating resources;
- Articulating a shared vision of the BOD and ABPD's mission;
- Setting, implementing, measuring, and reviewing strategic goals;
- Maintaining compliance with all applicable laws and legal requirements;
- Guiding financial security and organizational risk management efforts;
- Ensuring efficient and effective roles and responsibilities of the BOD; and
- Enabling constructive communication between stakeholders, including between the staff and the Directors.

### **V. Qualifications**

---

#### **Education**

- A board-certified dentist, physician or surgeon of a dental or medical specialty with an interest to pursue Certified Association Executive (CAE) credential of the American Society of Association Executives CAE Commission is preferred.

OR

- An association management professional with a minimum of 10 years of experience. A Certified Association Executive of the American Society of Association Executives is preferred.

#### **Experience**

- Administrative experience in a non-profit professional organization or board.
- Healthcare or health-related industry experience.

#### **Communication Skills**

- Excellent oral and written communication skills, as well as competent digital skills.

#### **Desired Qualities**

- Open-minded; agile; creative; able to manage expectations, troubleshoot, and problem solve; principled; authentic; approachable; collaborative; strategic; motivational; and exhibits leadership ability and a sense of humor.

#### **Physical, mental and environmental requirements**

- Able to handle normal risks and safety of any office setting. On occasion, the individual must be able to do moderately demanding physical activity (e.g., handling boxes weighing 35-40 pounds; standing

and walking extensively throughout the day).

- Work in varying environments due to travel requirements.
- Competent digital skills to manage and work in virtual settings as needed.
- Good hearing and vision.

**Compensation:**

- Competitive salary with benefits.

All interested parties should email a cover letter and resume to Sarah Timm at Parthenon Management Group, [stimm@parthenonmgmt.com](mailto:stimm@parthenonmgmt.com), by Friday, March 19th.