



Executive Director Position Announcement

Position Summary:

The Dane County Medical Society (DCMS) is seeking candidates for the position of Executive Director, which involves strategic planning, operational management, and leadership, driving DCMS towards achieving its mission in alignment with its values and objectives.

Organization Overview:

The Dane County Medical Society (DCMS) is a respected institution that unites the physicians of Dane County, promoting medical excellence and public health. We are an integral part of the Wisconsin Medical Society, committed to upholding the highest standards of healthcare and medical advocacy in our community.

The purposes of DCMS are to:

- promote the science and art of medicine;
- better public health;
- promote collegiality;
- bring together the physicians of Dane County; and
- unite with the other county societies to form the Wisconsin Medical Society.

Key Responsibilities:

- Strategize and implement DCMS objectives.
- Manage operations, finances, and member engagement.
- Liaise with stakeholders and represent DCMS publicly.

Qualifications and Experience:

- Proven leadership experience, ideally within a healthcare or non-profit setting.
- Strong understanding of healthcare systems, medical practices, and public health issues.
- Demonstrated abilities in strategic planning, financial management, and organizational leadership.
- Excellent communication and interpersonal skills, with the ability to engage diverse stakeholders.
- Technology proficiency, particularly in managing digital communication platforms.
- Experience in advocacy, public relations, and community engagement is highly valued.
- Bachelor's or Master's degree in healthcare administration, business, or a related field is preferred.



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Working Conditions:

The Executive Director position at DCMS is a part-time role, requiring an estimated commitment of 20-24 hours per month. However, it's important to note that these hours fluctuate based on the organization's operational calendar and events schedule. The Executive Director is expected to manage their time effectively, ensuring that they can meet the organization's needs and objectives throughout the year.

Performance Expectations:

- Successfully lead and execute strategic initiatives aligned with the mission and goals of DCMS.
- Demonstrate effective operational management, ensuring the organization's resources are utilized efficiently and effectively.
- Engage and grow the DCMS membership, enhancing member satisfaction and engagement.
- Maintain and strengthen relationships with key stakeholders, including the Wisconsin Medical Society and community partners.
- Ensure financial health and sustainability through prudent budget management and financial oversight.
- Champion DCMS's public image and advocacy efforts, elevating the society's presence and influence in relevant

Compensation and Benefits:

Starting salary at \$25,000 or higher, commensurate with experience, reflecting the part-time, contract-based nature of the role.

Application Process:

Interested candidates should submit a resume, cover letter, and any relevant certifications or references by Friday, May 31, 2024 to danecms@gmail.com. Please indicate "Executive Director Application - DCMS" in the subject line.

Equal Opportunity Statement:

DCMS is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Contact Information:

For inquiries regarding the position or application process, please contact Sara Finger at danecms@gmail.com.