

DC Chapter of the American Academy of Pediatrics - Executive Director Job Description



The D.C. Chapter of the American Academy of Pediatrics (DC AAP) is the local Washington, D.C. chapter of the national American Academy of Pediatrics, which represents over 67,000 pediatricians. The DC AAP has approximately 450 members including pediatricians, residents, and medical students from the District's hospitals, community clinics, and school-based health centers. The Chapter's mission is to promote the optimal health and development of children and adolescents of Washington, D.C. in partnership with their families and communities, and to support the pediatricians who care for them.

The Executive Director (ED) of the DC AAP is an exciting leadership position; the ED oversees and manages the chapter's activities and relationships while working closely with regional pediatric health providers to improve the health of children in the District. An enthusiastic individual with a strategic vision and a strong history of management and execution would be a perfect fit to join the DC AAP team!

Qualifications: Bachelor's degree required; advanced degree in public health, public administration, public policy or related field desirable. Strong organizational skills required. Experience with fundraising, development, nonprofit, and/or governmental relationships preferred.

Organizational Management

- Collaborate with the Executive Committee to fulfill strategic plan priorities.
- Provide support for Board Members through collaboration with the Executive Committee.
- Help to plan and facilitate DC AAP meetings.
- Coordinate with the Executive Committee and Committee Chairs regarding District-wide requests for DC AAP support.
- Supervision and management of contractors.
- Actively participate in the Under 3 DC Coalition as an advocacy organization with expertise in pediatric, perinatal, and mental health services and programs in the District of Columbia.

Membership Management

- Support chapter membership programs, initiatives, and member correspondence.
- In conjunction with the Executive Committee and Board, help to develop initiatives to increase chapter membership.

Financial Management

- Oversee and help prepare annual chapter budgets and grant budgets.
- Manage financial affairs and approve expenditures & reimbursements.
- Complete Board Meeting and year-end financial reports, tax filing forms/information for accountant (Form 990; DCRS, etc.).

Program & Grant Management

- Research new grant and funding opportunities and write grant proposals.
- Manage and oversee major grant activities and programs.
- Monitor grant advancement and create progress reports.

Event Planning

- Oversee event planning, organizing, and logistics including the bi-annual chapter-wide dinners, grant-related events, and other community engagement programs.

Chapter Communications

- Managing the chapter newsletter.
- Oversee chapter website and maintenance.
- Manage 501(c)3 status issues and required records retention.

Advocacy, Policy, and Media

- Actively engage with public and private stakeholders in child health advocacy.
- Oversee member testimonies, media interaction, and community partner engagement.

National AAP Liaison

- Be the main communication points for the National AAP by providing annual reports as well as attending national and regional leadership meetings.

This is an approximately 20 hr/week position. Much of the work occurs remotely, however, there is an expectation for the ED to attend the AAP Annual Leadership Forum, District Meetings, Chapter Meetings, Chapter Symposia, and Advocacy Day (which may be in-person vs virtual). Stipends for travel will be provided.

Interested candidates should send a cover letter and resume to DC AAP President Lenore Jarvis MD, MEd at lj Jarvis@cnmc.org.