Executive Director, American Association of Chairs of Departments of Psychiatry

The American Association of Chairs of Departments of Psychiatry (AACDP) is a national non-profit organization representing the leaders of departments of psychiatry in all of the medical schools in the United States and Canada. AACDP is committed to promoting excellence in psychiatric education, research, and clinical care.

Major Responsibilities of this Position

- Work collaboratively with the President, President-elect, Secretary/Treasurer and members of the Executive Council to provide management of the Association;

- Respond to questions from membership and refer questions to appropriate officers or liaison groups;

- Membership Responsibilities--Collect dues and track payment of dues for reports to Secretary/Treasurer; Utilizing an online membership database ensure that membership data is up-to-date; provide members with updated membership listings; distribute membership listing to approved requesters; i.e., allied associations, post announcements for upcoming educational programs, information from APA, ACGME;

- Financial Responsibilities--Oversee financial accounts: deposit checks, balance checkbook monthly, write checks approved by the treasurer. Working with treasurer, develop yearly budget. Using Peachtree Accounting system (or similar accounting software), reconcile monthly income/expense reports. Provide CPA with financial reports for IRS tax reporting;

- Meeting Planning--Negotiate meeting arrangements for the fall and spring meetings, including site selection and contract negotiations, in consultation with the executive council;

- Provide on-site registration support and liaison with hotel conference staff during the meeting;

- Maintain organizational records: meeting minutes, annual budget, legal and financial documents. Gather and organize archival records for the association;

- Liaise with the President and other appropriate officers as administrative issues arise throughout the year;

- Webpages--With the webmaster update webpages as necessary.
Qualifications
Excellent organizational skills, communication, strong leadership and interpersonal skills are required for this position. The candidate should be able to work with AACDP leadership and members as well as leaders from allied associations. The successful candidate should demonstrate self-motivation, professional accountability, a commitment to quality and professional growth.

Education
Minimum qualifications: Bachelor’s degree. Preferred: Degree in business or administration preferred with extra training in association management.

Compensation and Benefits
This position is for 8 – 10 hours per week and will work in the capacity as a consultant to AACDP. We offer a competitive salary based on experience. All reasonable expenses associated with the Executive Office including the cost of telephone, Internet services, post office box rental, postage, supplies, proportional to the work of AACDP and necessary to run an office, will be paid by AACDP. Travel expenses will be reimbursed.

More Information and Application
Consultant will report to the AACDP President, President-Elect and Secretary/Treasurer concerning policy matters regarding the operation of the Executive Office, council meetings and fall and spring meetings. In addition, the consultant agrees to report to the Secretary/Treasurer on all financial matters.

Qualified candidates should contact:

Interested individuals should submit a resume and letter of interest to: Gregory W. Dalack, MD, email: gdalack@med.umich.edu by April 15, 2016. The letter of interest should include a brief summary of one’s experience and any relevant circumstances (e.g., ongoing part time employment) and a salary requirement.

AACDP is an equal opportunity employer.