Nevada Dental Association

Position Guide

Executive Director

https://www.nvda.org/
MISSION
The voice and advocate for oral health care in Nevada.

ABOUT THE NEVADA DENTAL ASSOCIATION

The Nevada Dental Association (NDA) was chartered as an association in 1948, though its origins started much earlier than that. The first component was the Washoe County Dental Society which began meeting in the 1900s. The first registered dentist in Las Vegas began his practice in 1929.

The Nevada Dental Association has been an important part of the community since its inception, providing a voice for dental professionals and many social and charitable opportunities for its members. Membership in the NDA is a tripartite membership which includes the American Dental Association, Nevada Dental Association and Southern/Northern/Northeastern Nevada Dental Society. A tripartite membership allows members to take full advantage of services and benefits available from the national, state, and local level membership.

Today the Association has three component societies with about 1,000 members. They are the Northern Nevada Dental Society (NNDS), the Southern Nevada Dental Society (SNDS), and the Northeast Nevada Dental Society (NENDS). The NNDS and the SNDS
have their own Executive Directors and staff. The NDA Executive Director fills that role for the NENDS since it has only about 20 members.

The NDA focuses on providing its members with services that promote the highest standards of care for the public and inspires members in pursuit of professional excellence and personal fulfillment through education, leadership and communication. The NDA Journal is the official magazine for the Nevada Dental Association, provided to all members and reaching more than 60% of the dentists in Nevada. The NDAJ is an award-winning journal that is published quarterly and is advertised on all NDA’s social media platforms, earning more than 2,000 impressions monthly. Dentists and their staff rely on the Journal for information to improve their practices, as well as to stay connected to the local community.

Through the Nevada Dental Association Political Action Committee (NDAPAC), the organization advocates for the long-term interests and value of organized dentistry in Nevada. By supporting candidates who are committed to the dental profession, NDAPAC is a valuable tool to accomplish the NDA’s goals and ensure continued growth and success.

The organization hosts two annual meetings (summer and mid-winter) to provide essential information to their House of Delegates (HOD), and to vote on proposed resolutions as well as elect new officers.

The NDA’s Executive Committee is currently comprised of six practicing dentists that convene on a monthly basis. In addition, the Executive Committee meets with the HOD at the semiannual meetings. There are four members from the Executive Committee who are allowed to vote. The organization has a staff of two full-time employees, including the Executive Director, with an operating budget of approximately $800,000.

**THE OPPORTUNITY**

The next Executive Director will have the opportunity to work with a dedicated, professional and passionate Board to convene stakeholders around the state. This new leader will work with engaged members locally and statewide to ensure that the NDA remains sustainable and continues to expand its presence. The Executive Director will facilitate efforts to transition the NDA to new levels of achievement through increased membership, member engagement, retention and education. Recognizing this critical moment, the Executive Director will have the opportunity to elevate the profile of the NDA and improve and expand its stature throughout the state.
A strong, forward-thinking focus on membership growth and business development is going to be key to the future success of the organization. Working directly with the Executive Committee, the Executive Director will be responsible for enhancing the NDA’s role and profile as an advocate; strategize, communicate and execute the new ways in which the NDA’s strong mission will be delivered in the future; and position the Association as the voice of dentistry in the state for years ahead.

In the latter part of 2020, the NDA’s headquarters will be relocated from its current location in Las Vegas to a northern city near the Carson City/Reno area. The Executive Director will lead the effort to establish the new office and work closely with legislators to establish critical relationships.

**POSITION SUMMARY**

Reporting to the Executive Committee, the Executive Director recommends and participates in the formation of the new policies and makes decisions within existing policies as they have been approved by the Executive Committee. S/he will plan, organize, direct, and coordinate the staff, programs, and activities of the organization to assure that the objectives are attained, plan fulfilled, and member needs met. The Executive Director will maintain effective internal and external relationships. Through effective management and leadership, s/he will achieve economical and productive performance, forward-thinking programming, and constructive growth of the Association.

**CANDIDATE PROFILE**

We seek a proven executive-level leader whose career in a similar-sized state or national association, or comparable business enterprise, has been noted by their ability to be an agent of change. S/he will have a demonstrated ability to chart a path forward with exceptional communication skills and servant leadership style. This person must exhibit success in collaborating with and convening diverse stakeholders sharing common interests and values so that the tactics and strategic goals of the organization are pursued in a collegial, transparent and highly participatory manner. The successful candidate will exhibit passion and energy, must be politically astute, and possess a strategic vision. This person will need to have deep experience in helping to restructure organizations into a more meaningful, efficient, and cohesive structure. Direct experience in organized dentistry is not required, though general knowledge of the industry is highly advantageous.

A successful candidate will have a proven record in driving membership in an association environment; building strategic advocacy and outreach efforts on behalf of an organization or association; a creative approach to marketing and branding; strong negotiation skills; and a comfort level being the face of the organization. S/he
will need an awareness, understanding, and passion for the programs that the NDA offers and in turn, promote and drive them. We seek a leader who can develop and support a lean staff through effective delegation, professional development, and confident decision making.

The qualified candidate will possess excellent communication skills, an open-minded approach, political savvy, and a relational demeanor. An understanding of healthcare and insurance is highly valued. This person should demonstrate an ability to both raise the profile of NDA within the state and to support the best interests of its members. Along with these skills, some of the important personal attributes we seek include integrity, trust, authenticity, strategic problem-solving, and a sense of humor.

An undergraduate degree from an accredited college or university is required. An advanced degree is preferred. Demonstration of continuing professional education, accreditation in a professional field and/or board leadership at a state or national professional or trade association would be highly desirable.

To apply, please submit a current resume and letter of introduction to Kittleman & Associates, LLC at https://ww2.kittlemansearch.com/Jobs

For more information about Nevada Dental Association, visit https://www.nvda.org/