

ASSOCIATION OF AMERICAN INDIAN PHYSICIANS EXECUTIVE DIRECTOR POSITION

Mission

“To pursue excellence in Native American health care by promoting education in the medical disciplines, honoring traditional healing principles and restoring the balance of mind, body, and spirit”

About AAIP

AAIP is a national organization that strives to serve its members and aims to improve the overall health of American Indian and Alaska Native communities. AAIP manages several programs funded by different agencies to address widely acknowledged disparities in American Indian and Alaska Native health. Another major goal of AAIP is to motivate American Indian and Alaska Native students to remain in the academic pipeline and to pursue a career in the health professions and/or biomedical research, thereby increasing the number of American Indian and Alaskan Native medical professionals in the workforce.

The Association of American Indian Physicians (AAIP) maintains its headquarters in Oklahoma City, Oklahoma; however, educational forums, workshops and conferences are hosted throughout the year in different regions of the United States.

AAIP's membership is made up of American Indian and Alaska Native physicians who are at least 1/8 American Indian or Alaskan Native, and who are licensed to practice medicine in the United States. AAIP also offers an associate level membership for American Indian or Alaskan Native physicians who are unable to meet the 1/8 blood quantum requirement.

SCOPE OF DUTIES

This is an executive position requiring a highly skilled and motivated person with ongoing commitment to the goals of AAIP. The following scope of duties is meant to be illustrative, but not exhaustive, and to demonstrate the comprehensive nature of the executive position. The ability to broadly manage these categories, develop and capture appropriate metrics for the categories as able, and to advance organizational improvement is foundational to this position in order for AAIP to meet its goals.

Executive Organizational Governance

The Executive Director manages the day to day operations of AAIP with a full staff and has responsibilities that include the entire gamut of business management, i.e., full hiring/terminating authority, employee relations, performance evaluation of staff, payroll oversight, establishing and maintaining all aspects of governmental compliance, and issues of the physical plant. The headquarters of AAIP is located in Oklahoma City, OK with future plans to secure a secondary or primary office in Washington, DC.

Executive Director - Board of Director Relations

The importance of the relationship between the Executive Director and the AAIP Board of Directors cannot be overstated. The AAIP Board of Directors will select the Executive Director, and the Executive Director will report to the AAIP Board of Directors. Some of the AAIP Board of Directors positions change on an annual basis and the Executive Director allows for the continued comprehensive advancement of the organizational goals. As such, it is essential that the Executive Director be both responsive to the Board of Directors, as well as pro-active in helping coordinate communication and institutional memory on behalf of the Board of Directors. The Executive Director and Board of Directors will work closely together on updating the strategic plan for AAIP as needed on a regular basis.

Current AAIP Board of Directors includes the following elected positions:

- President (serves three years on the Board as the President Elect, President, and Immediate Past President)
- Treasurer (serves two year term)
- Secretary
- Directors at Large (2)

Executive Director- Member Relations

This is a category that is at the core of our success as we are a member organization. With many time commitments in the lives of our physicians, AAIP must remain relevant, supportive and exciting to our members. This requires substantial and ongoing multimodality communication with our members. Furthermore there is substantial potential for growth of our organization, thus increasing membership and retaining current members will be a crucial metric in the success of the Executive Director. Critical to our membership is the success of the Annual Meeting and the Cross Cultural workshop serve as the two major meeting events of the year and are essential work products of the organization. In addition, the Executive Director shall continue to promote AAIP's successful student programs: the National Native American Youth Initiative and the Pre-admission Workshops.

Organizational-Institutional Relations

AAIP develops and maintains many institutional relationships both within and outside of academic medicine; as well as, many associated or supportive groups. Examples include colleges, universities, Association of Native American Medical Students, American Medical Association, Association of American Medical Colleges, medical societies, local/state/federal governmental agencies, a variety of foundations, and many more. The Executive Director serves for many of these relationships as the longstanding point of contact; therefore, it is imperative that the director fosters , understands and is responsive to these ongoing relationships/interactions; and seeks to represent AAIP in the best light at all times.

Grant and Programmatic Outreach Governance

This is a category that is at the core of our success to allow AAIP to carry out our mission. Grant support provides both financial support and facilitates organizational goals to improve American Indian and Alaska Native health; as well as, increase the number of American Indian and Alaska Native health care professionals. The

identification, application, receipt, and administration of these programs remain an essential component of AAIP. Examples of current and previous grant agency collaborations include: CDC, NIH, OMH, IHS, tribal entities, pharmaceutical companies, and private foundations. Knowledge of grant processes, i.e., planning, budgeting, reporting and forecasting are essential requirements of this position. The Executive Director will oversee the coordination of student outreach efforts including the National Native American Youth Initiative, Pre- admission Workshops, American Indians Accessing Health Professions Workshop, etc. The Executive Director will work with the Board of Directors to achieve long-term financial stability for AAIP.

MINIMUM QUALIFICATIONS AND SKILLS REQUIRED

- Bachelor's Degree from an accredited university (Master's degree highly desirable).
- Knowledge of the medical education process and understands the demands of medical students, residents, fellows and physicians.
- Five or more years of administrative experience as the director of an organization or business.
- Grant-writing experience with proven success at planning, receiving, and managing grants from both private and governmental agencies.
- Represents AAIP at national meetings/conferences and thus must be comfortable with public speaking and media presentations at a variety of venues and audience sizes.
- Strong communication skills that will foster a collaborative work environment, give clear instructions to staff so they understand their work-related expectations, encourage and maintain openness with employees to allow for two-way feedback and effective teamwork.
- Demonstrates effective time management, knows when to delegate responsibilities, and recognizes and acknowledges staff accomplishments when appropriate.
- Have problem solving skills and be able to handle adversity and function efficiently and effectively when under pressure and when difficult situations arise.
- Demonstrate innovation, creativity, and implementation of new ideas.
- Be able to lift, push, and pull approximately 25 lbs. on a daily basis.
- Be able to travel extensively.

Email cover letter and resume to aaip_6179@sendtodropbox.com

