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Executive Director, Association of Black Gastroenterologists and Hepatologists (ABGH)

Contract Position | Full-time | Remote

About Us:

The Association of Black Gastroenterologists and Hepatologists (ABGH) is a non-profit organization founded in 2021 by gastroenterologists and hepatologists across the United States. We are dedicated to addressing healthcare disparities and improving digestive disease and liver health outcomes in Black communities. As we embark on our next phase of growth, we seek a visionary and dynamic leader to serve as our first Executive Director.

Position Overview:

The Executive Director will be the driving force behind ABGH's mission, partnering closely with the Board of Directors (BOD) to shape and execute ABGH's strategic vision. This role offers a unique opportunity to make a meaningful and lasting impact on racial equity in healthcare.

This is a full-time, remote, one-year independent contractor (non-employee) position, which may be extended or renewed upon the approval of the BOD.

Key Responsibilities:

Organizational Leadership

- Design, implement and evolve ABGH's strategic plan
- Develop outreach strategies to amplify ABGH's message and increase the breadth of its influence and impact
- Represent ABGH at industry meetings, professional conferences, community events, and policy forums
- Engage with media outlets to increase public awareness of ABGH's mission, efforts and accomplishments
- Manage ABGH's online presence and reputation
- Show advocacy and support for laws, programs and policies that advance ABGH's mission at local, state and national levels
- Provide regular presentations, progress reports and updates to the BOD and external partners regarding matters of significance
- Manage ABGH staff, as well as contractor, consultant and vendor relationships
- Foster a culture and environment of innovation, inclusivity, and excellence
- Perform other relevant duties, as assigned

Fundraising and Resource Development

- Establish a development plan, including short- and long-term fundraising goals



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- Spearhead fundraising initiatives that ensure ABGH's financial sustainability
- Identify and cultivate relationships with donors, charitable institutions, foundations, corporate partners, and other funding sources
- Prepare fundraising presentations and proposals
- Oversee grant application/writing process
- Track fundraising progress against goals

Financial Stewardship

- Develop and manage annual organizational budgets
- Collaborate with the ABGH Accountant and Treasurer to ensure the organization's financial stability and adherence to best business practices
- Partner with the BOD on financial planning and audits
- Manage donations, gifts, grants and other funds received per the terms and conditions of any agreements with relevant funding sources
- Oversee billing, invoicing, payroll and reimbursement processes, as well as completion, distribution and/or filing of appropriate tax forms with the support of ABGH's Accountant
- Ensure fiscal compliance, responsibility and transparency

Programming

- Conceive, design and execute events and programs that advance ABGH's mission and vision
- Identify and secure venues and vendors for events
- Create program agendas, invitations, outlines and schedules
- Liaise with marketing teams, event planners and other relevant stakeholders
- Oversee negotiation, execution and management of all vendor and supplier contracts
- Provide on-site event management and support, as needed
- Establish metrics for program evaluation and continuous improvement

Stakeholder Engagement

- Build and maintain strong relationships with the BOD, members, partners, supporters and other stakeholders within the broader community
- Manage ABGH's correspondence with stakeholders and members of the public
- Establish partnerships with academic institutions, healthcare systems, patient advocacy groups and community organizations that align with ABGH's mission



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- Develop and oversee membership recruitment, retention, and engagement initiatives
- Collaborate with the BOD to identify and recruit potential Board members and advisors

Administration

- Recruit, interview, hire and manage staff
- Collaborate with the IT and Web Design teams, including providing design concepts and content for ABGH's programming and website
- Prepare, present, and submit progress reports to the BOD and external partners
- Ensure personnel records, legal documents and insurance policies are accurate, complete and up-to-date
- Schedule, organize and coordinate BOD and member meetings, as well as other organizational gatherings
- Draft and send all ABGH network emails
- Manage ABGH social media accounts
- Curate content and create quarterly ABGH newsletters
- Draft annual impact reports
- Create and disseminate agenda for BOD meetings
- Prepare strategic initiative packets for annual corporate membership proposal
- Attend periodic executive team meetings

Qualifications:

Required

- Bachelor's degree or equivalent experience in Public Health, Non-Profit Management, Program Management, Healthcare Administration or a related field
- 3+ years of organizational leadership and management experience
- Prior experience implementing new administrative systems and processes
- Strong financial acumen and experience managing budgets
- Excellent critical thinking and decision-making skills, resourcefulness, and a results-oriented approach to solving problems
- Excellent communication and interpersonal skills, including the ability to listen carefully, think strategically, ask critical questions diplomatically and use discretion; and the ability to develop and deliver communications to individuals at all levels, and to inspire and influence others
- Demonstrated ability to translate ideas into action, and to coordinate several complex projects simultaneously while meeting deadlines
- Deep understanding of health disparities affecting Black communities, and a passion for racial equity in healthcare



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Desired

- Master's degree or equivalent experience in Public Health, Non-Profit Management, Program Management, Healthcare Administration or a related field
- 5+ years of organizational leadership and management experience in healthcare, non-profit, or related sectors
- Knowledge of 501(c)(3) governance and non-profit best practices
- Proven track record in fundraising

Location:

This is a full-time remote position with occasional travel for in-person meetings and events (approx. 4-6 times per/year)

Compensation Range:

\$113,000 – \$135,000 / year

Actual compensation will be based on ABGH's assessment of individual ability, knowledge, skills and experience.

To Apply:

Please submit a cover letter, resume and three professional references to jobs@abgh.org. In your cover letter, briefly articulate your vision for ABGH and how your skills, experience and professional goals align with our mission.

Application deadline – Rolling

ABGH is an equal opportunity organization, committed to maintaining a diverse, equitable and inclusive work environment.