



**KANSAS ACADEMY OF
FAMILY PHYSICIANS
CARING FOR KANSANS**

Executive Vice President

Position Profile October 2018

The Organization

Since 1948 the Kansas Academy of Family Physicians (KAFP) has championed the cause of family physicians and their patients in the state of Kansas. KAFP has 1,760+ family physician, resident and medical student members and is recognized as a leader in developing and delivering outstanding education for family physicians in Kansas, for a strong advocacy presence in Topeka on behalf of its members and for exceptional public health efforts. Located in Wichita, KAFP is a 501 (c)(6) organization with a staff of six professionals and annual budget of about \$750,000. A member-elected Board including an Executive Committee of six officers governs the business of KAFP.

The Position

The EVP directs the overall, day-to-day operations of KAFP and its many programs and services, and manages, motivates and mentors staff in a team-oriented environment. He or she also oversees the Academy's education programming, membership initiatives, public health and advocacy efforts. The EVP is responsible for achieving operating and financial objectives for the KAFP and for the KAFP-Foundation, its 501(c)(3) foundation. The EVP serves as a partner to the Board in fulfilling its direction to achieve the vision and mission of the organization: *to support and serve family physicians of Kansas as they advance the health of Kansans.*

Reporting Relationships

The KAFP Executive Vice President is the chief executive officer of the Kansas Academy of Family Physicians and is responsible for the effective conduct of the affairs of the Academy. The EVP reports directly to the President of KAFP and is responsible to the Board of Directors. As the administrative partner with the President, Officers, the Executive Committee and the Board of Directors, the EVP recommends and participates in Board formulation of mission, goals and objectives and related policies. The EVP plans, organizes, coordinates and directs the staff programs and activities of the association. She or he also serves as EVP of the KAFP-Foundation. The EVP is an ex-officio, non-voting member of the KAFP Board of Directors, the KAFP Executive Committee and the KAFP-Foundation Board of Trustees.

Reporting to the EVP is a team of association professionals. As the staff leader, the EVP is responsible for staff-related issues and decisions, including employment, supervision, evaluating and mentoring all other KAFP staff.

In addition KAFP enjoys collaborations with various medical and health organizations in the state and on a national level and depends on the EVP to assist in and coordinate facilitation of these relationships. Foremost among collaborating organizations is the "parent" organization, the American Academy of Family Physicians (AAFP). KAFP also collaborates with the Kansas Medical Society, specialty and disease-specific professional associations, state agencies and Kansas' large health systems, among others.

Duties and Responsibilities

Governance – Serves as primary staff to the Academy. Develops full and effective communications so the governing components can effectively lead and fulfill their responsibilities. Stimulates and supports both the working and decision-making bodies of the organizations. Ensures successful working relationships with and provides operational oversight and policy execution for all KAFP committees, work groups and task forces. Serves as advisor to the Board, providing data, background, and relevant materials as well as insights and viable options to assist the Board in its decision-making. Executes all decisions of the Board and Executive Committee. With the Board of Directors, develops and updates strategic and financial plans, establishing short- and long-range goals, measurable objectives and time frames for implementation. With the Board of Directors, identifies and develops the organization's future leadership to help ensure the highest governance standards.

Advocacy - With direction from the President, other officers, and the Board, and in collaboration with the KAFP lobbyist and responsible committees and/or partners, guides the organization's advocacy initiatives and other external activities, effectively focusing energies and available resources to achieve agreed-upon objectives.

Policy Development – Recommends and participates in the formulation of the Academy's internally- and externally-focused policies and assists in the implementation of policies, directives and programs approved by the Board.

Strategic Planning – Understands the basic needs of the membership through appropriate survey research and trend evaluation and recommends actions or policies to meet those needs. In concert with the Board of Directors, develops and updates as appropriate strategic and financial plans, establishing short- and long-range goals, measurable objectives, and time frames for implementation. Regularly communicates progress on the strategic plan to the Board of Directors and other stakeholders.

Financial Management – Oversees the development of an annual budget and future fiscal projections in collaboration with the KAFP Treasurer. Oversees financial performance with full profit and loss responsibility for KAFP and the KAFP-Foundation, including timely and accurate preparation of budgets, progress reports and all required filings. Monitors the investments and fiscal viability of the Academy and Foundation; provides regular financial reports to the Treasurers, officers and governing bodies. Ensures compliance with internal controls and fiscal oversight through annual audits and/or financial reviews. Establishes a sound organizational structure for the Academy headquarters.

Staff Management – Provides leadership and direction in developing and retaining a competent, high-performing and professional staff. Hires, directs and evaluates staff, including overseeing matters of recruitment, salary and benefits, and HR policies. Responsible for all hiring, promotions and terminations and maintains an effective system of performance standards, reviews and compensation. Controls contractual and consulting arrangements. Maintains a staff management environment that promotes open communication, encourages direct problem solving, stimulates innovation and creativity and fosters a culture of inclusiveness, while producing positive results.

External Relations – On behalf of KAFP policies and objectives, collaborates and coordinates with other private and public Kansas and national health care organizations (especially including AAFP) and agencies. Establishes such relationships as the Board of Directors may specify or as deemed advisable in the best interest of the Academy, in conformity with established policy. Promotes family medicine and

the Kansas chapter. Relates in a professional, collegial fashion with other organizations' staff and leadership. This requires travel across state and country several times a year for meetings.

Membership – Oversees or causes to be overseen marketing and public relations activities and projects of the Academy including recruitment efforts for each member segment. Promotes and represents the value of KAFP membership by proactively developing innovative strategies to attract, retain and engage members, especially including medical students, residents and early career family physicians.

Internal and External Communications – Facilitates and supports staff and volunteer efforts to forward KAFP initiatives and balance organizational priorities through clear, effective and frequent communication. Plans or causes to be planned all communications to the general membership, including website, electronic newsletters, the *Kansas Family Physician* magazine, e-blasts, mailings and social media efforts. In concert with the KAFP President and other elected leaders, represents KAFP views and perspectives to the news media and the public.

Education – Oversee the continuing professional education activities of the KAFP and efforts to identify and secure funding for education efforts.

Public Health - Provides or delegates overview for Chronic Disease Risk Reduction (DCRR) staff in budgeting, communications, and other activities to fulfill the CDRR Workplan and contract. Works to integrate public health and family medicine in the state.

Grant management – Directs activities associated with grants and contracts including identification of opportunities, development of proposals, implementation of grants received and appropriate reporting.

Fundraising and donor relations – Designs, implements and coordinates activities to enhance a culture of philanthropy and stewardship that appropriately and consistently promotes engagement and fundraising strategies to enhance and grow revenue for KAFP-Foundation, including special events.

Technology - Encourages and facilitates the application of technology, including especially database applications, member list serve and social media, for the advancement of the Academy.

Official Records – Maintains all official records and archives including, but not limited to, minutes, financial reports and tax returns consistent with Kansas and federal law. Empowered to execute documents on behalf of the Academy.

Integrity - Maintains highest ethical standards.

Experience, Skills and Qualifications

Required:

1. Bachelor's degree in business or health administration, public health or similar field required; master's degree preferred; CAE encouraged.
2. At least three year's work experience in a complex organization, with demonstrated success in leading, planning and organizing operations; executive-level experience much preferred.
3. Experience with non-profit association governance.
4. Experience with successfully managing and motivating a staff team, with experience hiring and conducting regular performance appraisals.
5. Exceptional leadership and communication skills.
6. Highest ethical character.

7. Experience with many types of technology including Microsoft Office, virtual meeting applications and Social Media.

Preferred:

8. Experience working with physicians in a non-profit association or health care organization.
9. Experience with major association business initiatives such as annual meeting planning; a variety of education modalities; membership recruitment, retention and engagement.
10. Understanding of health care issues at the state and national levels.
11. Strong background in marketing and finance.
12. Proven ability to organize and lead advocacy efforts.
13. Experience with developing and implementing strategic planning initiatives.
14. Understanding of how to leverage technology for the benefit of the organization; experience with membership databases.
15. Experience with writing grant proposals and managing grants.
16. Financial management experience and the initiative to expand membership, enhance existing business and identify viable new sources of non-dues revenue.
17. Experience with coalitions, collaborations with other major health organizations in Kansas; willingness to engage and collaborate with other health care organizations in the state.
18. Personal commitment to advance and protect the practice of family medicine and champion the important role of family physicians in their communities.

Salary and Benefits

KAFP offers competitive compensation package including base salary commensurate with experience, health, retirement and vacation benefits.

Search Timeline:

Activity	Date
Applications are due	January 15, 2019
Search Committee reviews materials; selects candidates to be interviewed; interviews first-round candidates (these may be virtual)	Last half January & February, 2019
Search Committee interviews second-round candidates (these will be in-person)	March 2019
Search Committee presents finalist candidate to the Board of Directors	April 6, 2019
New EVP start date	May 1, 2019

To Apply:

Submit confidential cover letter, resume, salary history and three references to cgaughan@kafponline.org with "EVP Application" in the subject line.

Kansas Academy of Family Physicians | 7570 W 21st St. N, Building 1026 Suite C 104 | Wichita, KS 67205