Montana Dental Association

Helena, Montana

Position Profile:

Executive Director

The well-respected and financially-sound Montana Dental Association (MDA) is seeking a passionate, experienced, and people-oriented Executive Director to lead it in consistent achievement of the association's mission, financial objectives, and in meeting the needs of its membership and the profession it serves. The current Executive Director is retiring June 30, 2027, and the desire is to hire a new Executive Director to work at – or at least participate in – the end of the Legislative Session and the May 2027 Annual Meeting.

About the Organization

The Montana Dental Association is a nonprofit professional association based in Helena, representing over 1,000 dentists and their teams. The MDA mission is to represent the interests of the members of the dental profession and promote the art and science of dentistry to improve the oral health of Montanans. A constituent of and working with the American Dental Association, MDA delivers valuable services to advance the practice of dentistry, including:

- ***Advocacy***: Promote and protect dental practices, improve practice efficiency, and improve access to care.
- ***Continuing Education:*** Provide opportunities for continuing education at the local, state, and national levels.
- ***Practice Management:*** Serve as a clearinghouse for those offering or desiring practices for sale and positions available for dentists and their teams.
- ***Products & Services:*** Provide access to endorsed products and services to allow a dental practice to operate efficiently.

MDA also works closely with the ten components (districts) in Montana. A complete picture of MDA's programs and organization can be found here.

MDA manages the Montana Oral Health Foundation, a 501(c)(3) charitable organization formed to:

- Support educational institutions for the teaching of dentistry and other dental team members which serve the public's oral health.
- Provide scholarships and other benefits to qualified students in dentistry and other dental team members which serve the public's oral health.
- Provide information designed to improve public understanding of oral health.
- Promote and support dental treatment for Montanans who cannot otherwise afford it.
- Provide continuing dental education for dentists and other dental team members.

MDA also manages MoDePAC (Montana Dental Political Action Committee) and 99 Club, a grassroots advocacy organization.

Leadership Structure and Finances

The Executive Director reports to an eleven-member Board of Directors and a seven-member Executive Committee comprised of dentists responsible for governing the Association, and who care deeply about the promotion and protection of their profession. MOHF and MoDePAC/99 Club have separate governing boards. The Executive Director is responsible for day-to-day operations and supports the membership, the Executive Committee, Board of Directors and other committees, and the work of the Foundation and MoDePAC/99 Club.

The Association's operating budget is approximately $500,000, with less than half the revenue collected through membership dues. The Association and MOHF have built strong reserve balances and are well-positioned to increase their mission impact. The Executive Director manages an Executive Assistant and occasionally, interns and contractors, to support fulfillment of MDA's mission.

The Position Priorities

The Association is seeking an Executive Director who is passionate and talented about strengthening the organization's services to the dental community. The Executive Director collaborates with the Board and the Executive Committee to develop, facilitate and consistently communicate the vision, direction, and strategy for the organization. The new leader is expected to spend the majority of their first 6-12 months focusing on the following strategic priorities:

- Develop a strong legislative focus and agenda and build solid relationships with legislators and others involved in the advocacy arena, including the Montana Board of Dentistry.
- Develop strong working relationships with board members and MDA membership in order to effectively facilitate and lead the board and the organization, including representing the MDA to the professional community, dental industry associations and groups, membership, and the general public.
- Effectively communicate with the MDA board, officers, committees and task forces, staff, members, the news media, and other organizations, associations, and boards.
- Develop a firm understanding of day-to-day systems, operations and tasks of office staff, and work with staff to maintain the financial health, stability, and transparency of MDA, including budget development that meets member and organizational needs.
- Lead the effort to develop outreach to dentists across the state to grow and retain membership.
- Identify and support existing and new sources of non-dues revenue and develop an implementation plan to raise such additional dollars.

Experience, Skills and Attributes

Reporting to the Board and Executive Committee, the Executive Director provides leadership for the organization and is responsible for its overall management, financial performance, and administration to ensure the Association achieves its goals according to board and membership-approved policies and procedures.

The ideal candidate will have excellent people and communication skills and be a self-starter with a high level of integrity and energy to develop, build, and maintain strong relationships with members and other key stakeholders who may have divergent opinions. The Executive Director will have proven management skills and be a collaborative team builder who will work closely with the Board and Executive Committee and the membership to utilize their collective skills and experience.

Essential qualifications for the position include:

- A Bachelor's degree in public, nonprofit, or business management, or similar field, or equivalent experience. An advanced degree is desired. CAE is preferred, but not required.
- Five years or more of progressively responsible experience in association or nonprofit management and leadership.
- Significant experience in legislative and regulatory affairs, with management of an advocacy program preferred. Track record of success working with members of all backgrounds is preferred.
- Excellent written, oral, public speaking, and social media communication skills.
- Good listener with high emotional intelligence and a successful track record of facilitating groups with diverse perspectives, backgrounds and personalities.
- Excellent attention to detail and effective follow-through. Able to balance delegation with taking responsibility for tasks.
- Ability to recruit and retain membership and raise non-dues revenue.
- A kind and patient style and personality to be able to effectively work collaboratively with strong and diverse organizational leaders with humility, and ability to facilitate complicated issues and decisions calmly.
- Familiarity and/or comfort with Montana culture, climate, and social, economic and political environment.
- Knowledge of nonprofit compliance laws and regulations.
- Knowledge of the dental profession, organized dentistry, or related healthcare is desired but not required.

Job Requirements

- Willingness and ability to travel to attend conferences, trainings, and programs, and to otherwise meet with partners, sponsors, and other stakeholders. If driving for MDA business, must have a valid driver's license, safe driving record, and current vehicle insurance.
- Willingness and ability to attend American Dental Association and other conferences and meetings.
- Willingness to submit to a thorough background check.

Working Conditions

Work is performed in the MDA office and in a variety of settings among stakeholders. A considerable amount of time will be spent in meetings, at a computer screen for extended periods, and speaking in

public. Frequent use of phones and email will be required to communicate with stakeholders. Work outside normal working hours, including early morning, evening, and weekends will be required to fulfill the Association's mission.

Compensation

The annual salary range is $112,000-$138,000 DOE. Benefits include 20 days of PTO annually, eight days of paid holidays annually, up to $1,500 Dental Reimbursement per year, and 3% employer match to 401(k) plan. This position is a salaried, exempt position.

Application Process

To apply, interested candidates should e-mail a cover letter and resume to:

MDAExecDirectorSearch@gmail.com

Only e-mail applications with a cover letter and resume will be considered. Applications will be reviewed as received and qualified candidates may be invited to an interview early January. The position is open until filled.

Equal Employment Opportunity

The Montana Dental Association believes that every employee has the right to work in surroundings that are free from all forms of arbitrary discrimination. It is our policy that employees be treated fairly at all times, without regard to race, color, religion, sex, age, national origin, sexual orientation, or marital status; and that they therefore not be discriminated against because of political ideology, physical, mental or sensory handicaps, or veteran status.