



## Executive Director

The New Jersey Society of Optometric Physicians, a statewide organization representing New Jersey's Doctors of Optometry, seeks an exceptional leader who is a strategic thinker, relationship builder, and a visionary change agent. The executive director reports to and executes the policies of the NJSOP's Board of Directors. He or she is responsible for the organization's consistent achievement of its mission and goals as well as overseeing day-to-day operations, including management of a \$1M budget and office staff.

### Key responsibilities include:

- Membership recruitment, retention, and coordination of volunteer involvement and leadership development;
- Monitoring and assessing all pertinent legislative and regulatory developments that might impact the profession, including supervision of lobbyist(s) and lobbying activities;
- Developing strong working relationships with all related health care services, agencies, and policy makers;
- Maintaining close relationship to the American Optometric Association and peer networks;
- Ensuring membership has access to high quality educational programs to advance their clinical skills and abilities.
- Advocating, representing, and communicating the activities, programs, and goals of the association to our membership, state agencies, legislative bodies, related organizations, and the general public through a multiple platforms and formats; and
- Overseeing and practicing sound financial principles including developing and operating within budgetary guidelines, fundraising, protecting and maintaining assets of the association, and building reserves for the future.

### Qualifications:

- Bachelor of Arts or Bachelor of Science degree with MS, MPH, MBA, MPA, CAE or JD preferred.
- A minimum of five (5) years of management experience in not-for-profit association administration, government relations, health services, public administration, or closely related area.
- Experience in legislative and regulatory environments with emphasis on health policy and insurance issues preferred.
- Availability for travel and required after hours work including weekends.

Salary and benefits will be commensurate with experience. Interested candidates should send a cover letter, resume, and three references with "Executive Director Application" in the subject line by July 30, 2021 to [edsearch@njsop.org](mailto:edsearch@njsop.org). NJSOP is an Equal Opportunity Employer.

### Mission Statement

NJSOP advocates, communicates, and educates to advance the optometric profession.