

**Kansas Association of Osteopathic Medicine (KAOM)**  
**Executive Director**  
**Job Posting**

The Kansas Association of Osteopathic Medicine (KAOM) is seeking a new Executive Director to follow the retirement of its staff leader on June 30, 2022. Located in Topeka, Kansas the Association is incorporated as a 501 (c) 6 professional association.

Under the policy guidance of a 9-member Executive Committee, the Association promotes the osteopathic medical profession, serves its members, provides osteopathic Continuing Medical Education and advocates for access to healthcare. For more information on KAOM, go to [www.Kansasdo.org](http://www.Kansasdo.org).

**General Description of Position:**

The Executive Director is responsible for providing overall administrative direction and professional leadership for KAOM, assisting in organizing and facilitating the decision-making process of the Executive Committee, and implementing directives, policies and activities. The Executive Director is responsible for the financial management of the organization, directs the association efforts to serve the osteopathic profession in Kansas through coordinated efforts in professional advocacy, professional continuing medical education, member services and payor/payee relations to ensure the availability of quality osteopathic health care for Kansas citizens.

**Specific tasks of the Executive Director are:**

- Carries out the directives, policies, and activities of KAOM's membership needs.
- Serves as the principal liaison with the Executive Committee, including developing/updating materials which define the mission, structure, and functions of the Association, as well as staffing board of trustees meetings, including planning agendas and preparing the distribution of materials.
- Supervises the financial management of KAOM, responsible for the development of an annual budget and management of resources to assure compliance.
- Employs staff in accordance with established employment standards, job descriptions and salary ranges.
- Serves as the liaison with the American Osteopathic Association, the American Osteopathic Association's governmental office in Washington, D.C. and the Association of Osteopathic State Executive Directors (AOSED) to maintain effective communications and to support national initiatives.
- Cooperates with all agencies and associations relevant to the work of KAOM and attends meetings and participates in activities which benefit the members.
- Serves as the registered lobbyist for the association and serves as the liaison and contact with the Kansas Congressional Delegation and regulatory agencies.

- Oversees the development and implementation of KAOM's continuing medical education programs.
- Serves as the editor of all KAOM communications, including electronic, print, and other formats.
- All other related duties as assigned.

**Knowledge and Skill Qualifications:**

The successful applicant will have strong project management and organizational skills, have proven experience and success in a healthcare or non-profit environment (including knowledge of or interaction with the American Osteopathic Association), financial management, and leadership. The successful applicant must also have strong writing and presentation skills. This position requires strategic thinking, a high level of energy and enthusiasm for hard work, and an entrepreneurial attitude. Significant experience as a senior manager in the non-profit or public sector is a plus.

**Education:**

The successful applicant must have a minimum of a bachelor's degree from a four-year accredited college.

Applicants will be considered with any combination of experience and education that provides the requisite skills.

Competitive salary and benefits package. Compensation commensurate with experience. Email your cover letter, resume, and salary requirements to Karen Evans, DO at [jaycatkaren@gmail.com](mailto:jaycatkaren@gmail.com)