The Alameda-Contra Costa Medical Association (ACCMA) is a professional association representing 4,200 physicians who are committed to addressing health issues of concern to patients and doctors in the East Bay. Throughout its history, the ACCMA has sought to improve public health, the quality of the practice of medicine, and patients' access to care.

The ACCMA is entering into a contractual arrangement to provide management services to the Napa County Medical Society (NCMS) and the Solano County Medical Society (SCMS). NCMS and SCMS, like the ACCMA, provide a forum for physicians in Napa and Solano Counties respectively to come together and address issues of concern to the medical profession and to patients. Under this arrangement, the ACCMA will provide all staff support required to operate NCMS and SCMS.

The ACCMA is recruiting a **Director of the Napa and Solano County Medical Societies** to be responsible for the day-to-day management of NCMS and SCMS, including supporting governance processes, being responsive to the SCMS and NCMS leadership, and managing organizational policies, programs, services, and membership recruitment and retention. The position will report to the ACCMA Executive Director and will work collaboratively with and as part of the ACCMA staff team. The Director will work out of the NCMS/SCMS offices in Napa four days per week, and will report to ACCMA headquarters in Oakland one day per week.

**Responsibilities:**

- Executive Leadership and Administration – support officers, boards of directors and committees; project management; strategic planning; provide meeting support and logistics; represent organizations in state medical society governance processes
- Advocacy and Policy – participate in and coordinate community health, advocacy and policy activities; represent members at public meetings, such as Board of Supervisors meetings, commissions, and other meetings, and in the press; support advocacy activities
- Membership and Communication – develop strategies and manage all membership recruitment and retention efforts; provide support for membership activities; support internal and external communications efforts

**Qualifications:**

- Exceptional interpersonal communication skills; demonstrated experience cultivating relationships and growing membership/clients
- Proven project management skills, including the ability to manage multiple projects simultaneously and adhere to timelines and deadlines, effective collaboration skills, and a strong sense of ownership and responsibility for the success of assigned projects.
- Experience planning and managing successful special events, seminars and webinars
- Well informed knowledge of the policymaking process and an appreciation for the role of advocacy organizations in contributing to the policymaking process
- Good writing skills; clear and succinct communication about complex topics
- Critical thinking, problem solving, deductive reasoning
- Demonstrated interest in health care policy and in supporting physicians’ ability to practice medicine productively within the health care system
• IT fluency, including basic knowledge of computers, website design, and relational databases; must have a willingness to jump in and learn new software programs as necessary
• Team player who is committed to getting the job done right and on time
• Bachelor’s degree from an accredited institution; Master’s degree preferred
• Flexibility to work evenings and weekends and occasionally travel out of the area

Preferences:
• Prior experience working for a medical association, another type of professional/trade association, or an advocacy organization
• Prior experience working with physicians is preferred
• Knowledge of public policymaking process and political advocacy

Salary and Benefits:
Salary for the position is commensurate with experience. The position is also eligible for the ACCMA’s comprehensive benefits package that includes health, dental, disability insurance coverage, a defined benefit retirement plan, a 401k plan, vacation and sick leave, commuter reimbursement, flexible spending account, and more.

Application Process:
To be eligible for consideration, please submit the following materials to careers@accma.org:

1) Resume
2) Brief Cover Letter
3) Minimum of Three Professional References

Only those who submit all the above materials will be considered.

To learn more about the ACCMA, visit www.accma.org. To learn more about the Napa and Solano County Medical Societies, visit www.scms-ncms.org.