



## Position Description

### Director, Affiliate Management

**Purpose:** The Director of Affiliate Management is responsible for the successful leadership of any affiliate organization(s) managed by the American College of Osteopathic Emergency Physicians (ACOEP) according to the strategic direction set by the affiliate's Board of Directors or Board of Trustees. This position may / will have certain responsibilities to the ACOEP which may vary according to the workload and number of affiliates managed.

**Reports to:** President and Board of Directors or Board of Trustees of the affiliate(s) and the ACOEP Executive Director

**Position:** The Director of Affiliate Management will hold the title of Executive Director of any managed affiliate(s). He or she will have overall strategic and operational responsibility for staff, program expansion and execution of the affiliate(s) mission.

**Qualifications:**

- University degree in a field related to the strategic direction of the ACOEP and the affiliate;
- A minimum of five (5) years of experience in a non-profit atmosphere;
- Knowledge and demonstrated leadership capabilities in leadership and fundraising;
- Knowledge of financial management;
- Knowledge of project management.

**Primary duties and responsibilities\***

The director may perform all or some of the following duties depending on staffing allocated to this position.

**Leadership**

- Participate in the development of a strong Board of Directors (Board of Trustees); serve as an ex-officio, non-voting member of the Board and each committee developed to promote and support of the affiliate.
- Participate in the development of a vision and strategic plan to guide the affiliate.
- Actively engage and energize the affiliates' allies, volunteers, board members, funders and sponsors for continued support of the organization whether in service as members of the Board or as sponsors of the affiliates' activities.



- Create an environment that will ensure that staff is enthusiastic and energized to carry forth the ACOEP and its affiliates' missions.

### **Fundraising & Communication**

- Develop or expand core fundraising activities by creating philanthropic events, activities or campaigns that support the mission of the affiliates.
- Work with individuals and board members to create and maintain a fundraising base for generous giving.
- Develop, refine and deepen all aspects of communication (from social media to web presence to external communication) to grow and advance the affiliates' mission
- Work with board members, marketing professionals and other staff to create and execute a workable plan for generating major gifts from individuals, institutions, corporations and other sources.
- Use external presence and established relationships to gather new support opportunities.

### **Program planning and management**

- Supervise the planning, implementation, and evaluation of the affiliates' programs and services.
- Ensure that programs and events offered by the affiliate meet its mission and vision and secures appropriate funding.
- Work with the staff of the ACOEP's Events Department to ensure the incorporate of affiliate events (if warranted), securing adequate staff support, and promotion, to generate the expected outcome.

### **Financial Planning and management**

- Develop and maintain a comprehensive budget for the managed affiliate according to established financial principles.
- Provide the affiliates' board with quarterly, comprehensive reports on its revenue and expenditures.
- Participate in or direct the compilation of data for any audit of affiliate funds.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Be the primary signatory on all checks, up to an amount set by the governing board of the affiliate.
- Develop appropriate budget for the ACOEP to meet the needs of the Department.



### ***Staffing and Evaluation***

- Determine appropriate staffing requirements for operational efficiency of the Department of Affiliate Management.
- Develop position descriptions for the Department of Affiliate Management, with input and approval of the ACOEP Executive Director.
- Supervise and evaluate assigned staff. (Evaluation of Staff is a shared responsibility with the ACOEP.)
- Ensure that staff assigned to the Department of Affiliate Management receives appropriate orientation to the managed organizations and their position.

### ***ACOEP Responsibilities***

- Develop and maintain reports on the managed affiliates' to the Board on a bi-annual basis.
- Develop and maintain a database of exhibitors and sponsors for general meetings of the College and managed affiliates.
- Recruit vendors, exhibitors, and sponsors for major college meetings.
- Participate in ACOEP staff activities to update and inform other staff of activities of managed affiliates.
- Act as the Interim Executive Director in the absence of the ACOEP Executive Director and assume duties of this position when appropriate.