

Job Description for Executive Director of the American Academy of Pediatrics - California (AAP-CA)

Mission statement: Through AAP California, more than 3,000 California pediatricians speak with one voice to advance non-partisan evidence-based state-level policies and programs to support the health and well-being of children and the viability of pediatric practices. We are a nonprofit incorporated in California.

AAP-CA is currently composed of 3 California AAP chapters. Each chapter is an organizational member, composed of pediatrician members. Each AAP chapter focuses on local advocacy, continuing medical education (CME) programming, and has its own governance structure.

Position Summary:

The Executive Director of AAP-CA is the point staff person for the California chapters in all things related to child advocacy. They also manage all the activities and operations of AAP-CA, including leading a statewide resident legislative curriculum, organizing the annual continuing medical education (CME) conference, managing membership and communications, and overseeing finances, including seeking out, applying for and administering grants. The focus of AAP-CA continues to be on legislative advocacy, but also includes other forms of statewide advocacy, with the goal of improving child wellness through collaboration among AAP chapters, national AAP and other allied child-focused organizations.

Essential Duties and Responsibilities:

- Works with legislative staff and the AAP State Government Affairs (SGA) committee to evaluate California legislation relevant to children's issues.
- Coordinates and teaches the resident physician legislative advocacy training curriculum.
- Leads collaboration among the California AAP chapters and serves as a resource for the chapter executive directors and their executive boards.
- Organizes and executes the annual CME conference.
- Engages with membership, AAP chapters, national AAP and allied organization on child health issues.
- Is responsible for the finance and operations of the AAP California corporation.
- Manages the AAP-CA website

Minimum Skills and Qualifications:

- Bachelor's Degree
- 2 years of experience in non-profit management

Desired Skills and Qualifications:

- Experience in legislative advocacy
- Technology experience with running virtual meetings
- Experience with PowerPoint, Excel, and creating pdf handouts
- Experience with social media postings
- Website development experience

Work Environment:

- Remote work
- Part time staff support including a contracted lobbyist & CME staff

Compensation: \$100k annually

Benefits:

- 4 weeks PTO
- Health/Dental/Vision Insurance covered
- Retirement Benefits included

If you are interested in this position, please email:

Yasuko Fukuda, MD, AAP District IX Chair – Yfukuda@aap.net