

# ADA Foundation<sup>®</sup>

Charitable Assistance | Access to Care | Research | Education



## Executive Director

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Opportunity Guide  
2017

# About the American Dental Association Foundation

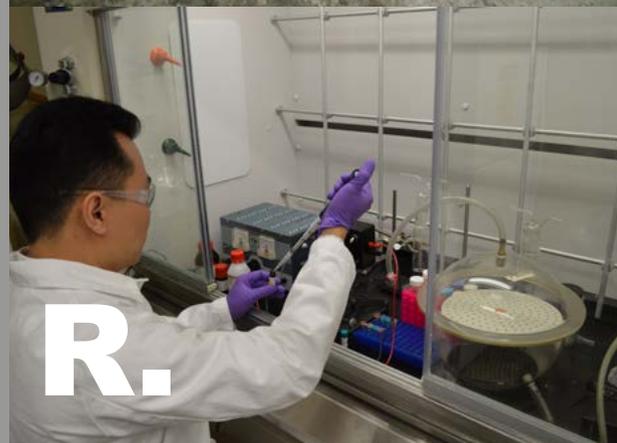
As dentistry's premier philanthropic and charitable organization, the [American Dental Association Foundation](http://www.ADAFoundation.org) is a catalyst for uniting people and organizations to make a difference through better oral health. The ADA Foundation, a charitable 501(c)(3) organization, has invested more than \$10 million since inception in providing grants, scholarships, and awards to programs that are in alignment with the organization's four mission pillars: [Charitable Assistance](#), [Access to Care](#), [Research](#), and [Education](#) (C.A.R.E.).

With a mission to provide charitable assistance for the dental community, and to improve the public's oral health by supporting access to care, research, and education programs, the ADA Foundation is the only national organization serving the 161,000 members of the American Dental Association and the profession as a whole. As part of these efforts, the ADA Foundation administers the signature program [Give Kids A Smile®](#) and also oversees the ADA Foundation Volpe Research Center (formerly the Paffenbarger Research Center) located at the National Institute for Standards and Technology in Gaithersburg, Maryland. The ADA Foundation funds programs and grants in the United States and internationally by receiving contributions from corporate donors, individual dentists, and many others in order to benefit the community and improve the delivery of care by supporting:

- Scholarships, grants, and awards that support oral health education programs.
- Grants to nonprofit organizations that help expand access to oral health care and education for disadvantaged populations, awards to dental school student groups that provide care to underserved populations in their own communities and around the world, and through Give Kids A Smile-related efforts.
- Dental research that improves the oral health of the public and advances the science of dentistry.
- Grants for dentists and their dependents who can no longer meet daily living expenses, as well as emergency disaster grants.

More on the ADA Foundation can be found at the end of this document.

[www.ADAFoundation.org](http://www.ADAFoundation.org)



## The Opportunity: Executive Director



The Executive Director is the chief executive of the ADA Foundation and reports directly to the Board of Directors. The Executive Director is responsible for the consistent achievement of the organization's mission and financial objectives. The Executive Director promotes the strategic vision of the organization, and provides oversight to the leader of the Volpe Research Center (VRC) and manages the day-to-day operations of the Chicago-based philanthropic operations, with ten direct reports. Serving as the key staff liaison to the volunteer ADA Foundation Board of Directors (21 members), the Executive Director develops the annual budget (currently \$7.4M); works with the Board of Directors to assure that the organization has a long-range strategy that achieves its mission; works with the Board of Directors and staff to provide direction for the organization and leadership in developing program, organizational, and financial plans; and maintains a working knowledge of significant developments and trends in dentistry and dental research.

The Executive Director also provides leadership by initiating, building and managing multiple constituencies and collaborations, including the Foundation's chief collaborator and donor, the American Dental Association. Founded in 1859, the not-for-profit American Dental Association is the nation's largest dental association, representing more than 161,000 members. The ADA is the leading source of oral health related information for dentists and their patients and is committed to its members and to the improvement of the public's oral health. The Foundation plays a pivotal role in supporting the ADA's efforts.

## Performance Objectives:

### 1. Visionary Leadership and Strategy

- Serve as a resource to the Board regarding vision and leadership in the development and execution of long and short term strategies, vision, and adherence to mission.
- Develop an operational plan incorporating goals and objectives that work towards the strategic direction of the organization. Oversee the planning, implementation, and evaluation of the organization's programs.
- Support the volunteer-driven ADA Foundation Board Officers, Directors, and Committees, and serve as chief staff liaison to all Board and committee initiatives.
- Oversee administration and operations of the organization consistent with the Foundation's by-laws and governance policies, in a legally compliant, ethical, and transparent manner. Identify and advocate for the most effective grant-making strategy to meet the Foundation's goals and ensure that grant-making is aligned with the Foundation's mission and the Board's priorities.
- Ensure the work and impact of the Foundation is well known to the dental community (ADA leaders, members, and constituent and component societies, as well as academic, research, and industry partners) and the greater community/general public.

## 2. Relationship Management

- Work closely with the Foundation's largest donor and partner, the American Dental Association, on strengthening the role of the Foundation and aligning Foundation priorities with the evolving profession of dentistry and Association membership, acting consistently with the values and the charitable mission of the Association.
- In conjunction with the Board President, serve as an articulate, passionate, and visible advocate and spokesperson for the ADA Foundation to dentists, the business and science community, the public focused on oral health, and other institutional partners.
- Establish and build a presence in the Dental Philanthropy Network and Oral Health Association community to keep abreast of industry issues and establish thought leadership.
- Establish and maintain a strong relationship with the Board of Directors, allowing for a strong partnership and effective governance; ensure training is provided, effective two-way communication is established and information is current and accurate to inform decision making.

## 3. Revenue Development: Philanthropy, Research, and Grants/ Organizational Funding

- Expand and diversify all revenue streams. Cultivate a portfolio of relationships related to all revenue sources and lead stewardship activities on major fundable initiatives for the organization.
- Support the leader of the VRC in exploring and attaining new support for current and future world-class research projects.
- Work with and provide training for the Board to create an overall culture of philanthropy. Foster greater Board involvement in fundraising and friend raising, including prospect/donor identification, peer-to-peer outreach, meeting with funders, knowledge exchange, and/or donor stewardship.
- Oversee the development and implementation of fundraising plans that support strategies and priorities adopted by the Board of Directors.
- Guide and mentor the staff team in the creation and implementation of a plan to identify and build strong relationships with key donors, community leaders, and volunteers, and engage the organization's present and potential partners.

## 4. Administration and Staff Management

- Establish a positive, healthy, and collaborative work environment that encourages creativity. Mentor and lead staff in maximizing their performance in executing operational aspects of the Foundation.
- Evaluate policies, roles, and infrastructure, making certain that roles are clearly defined and accountable, in order to achieve maximum impact of the Foundation's vision and strategic plan.
- Work with staff and the Board (Finance Committee) to prepare a comprehensive budget. Ensure responsible fiscal management and reporting, investment stewardship and oversight, and budget preparation.
- Demonstrate prudent and efficient use of all organizational resources, maintain internal controls and record keeping, and ensure and manage external financial reviews and audits.

## 5. Community Outreach and Brand Management

- Provide strategic leadership to the Foundation's efforts to effectively package and communicate the mission, goals, and accomplishments of the Foundation to ADA members, partners, other stakeholders, and the public at large.
- Promote the ADA Foundation to potential partners and evaluate the financial and political viability of all potential partnerships.

## The Qualified Candidate:



### Specific Requirements and Characteristics Include:

- Demonstrated passion for the ADA Foundation's mission and demonstrated involvement in oral, medical, and/or public health arenas.
- A minimum of 10 years of progressive experience in transparent leadership and management with documented ability to manage staff and lead teams. Preference will be given to those with medical/health foundation leadership experience.
- Proven strategic development ability and proven track record in donor cultivation, solicitation, gift closing, and stewardship with philanthropic partners.
- Entrepreneurial spirit, creative problem solver, strong collaborator and relationship builder.
- Strong analytic and strategic-thinking skills. A demonstrated ability to create, implement, and monitor complex plans and translate those plans into goals and concrete strategies is required.
- Proven ability to build and maintain positive working relationships with others, both internal and external, to achieve the goals of the organization.
- A minimum of 3 years managing a budget in excess of \$4 million, and proven experience in financial management, stewardship, and developing internal controls and compliance.
- Demonstrated ability to develop a highly productive, effective team by mentoring staff, building and leading teams, and enhancing professionalism.
- Experience working closely with research institutes and academic institutions on scientific topics of interest and sector priorities.
- Excellent interpersonal, oral, and written communication and presentation skills.
- Willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency. Must possess the ability to work in an extremely fast-paced, changing environment that values personal responsibility and a strong sense of work ownership.
- Career track record that shows stability with an organization.
- BA/BS degree required; an advanced degree is preferred.
- Oversight experience for a research/scientific enterprise is preferred.

This position requires frequent consideration of complex issues and problems. It also requires the ability to deal diplomatically and collaboratively with multiple stakeholders, both internal and external.

This position offers a competitive salary with robust benefits. Relocation assistance may be offered based on specific needs. All inquiries will be held in strict confidence. The ADA Foundation is an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment in open positions without regard to race, ethnicity, gender, color, religion, sex, age, marital status, ancestry, citizenship, physical or mental disability, medical condition, veteran status, sexual orientation, or any other protected characteristic.

## To Apply:

Candidates must complete the online application at <http://alfordexecutivesearch.applicantstack.com/x/openings> and thereon submit their cover letter and resume.

To assure confidential tracking of all applicants, no applications will be accepted via email. ALL INQUIRIES WILL BE HELD IN STRICT CONFIDENCE.

This search is being managed by Heather A. Eddy, President and CEO, and Laura Weinman, Search Senior Consultant of Alford Executive Search. Questions may be addressed to Ms. Weinman at: [lweinman@alfordexecutivesearch.com](mailto:lweinman@alfordexecutivesearch.com).

Alford Executive Search, a division of KEES, is a retained search firm that builds transformative teams and leaders in the nonprofit and public sectors. For more information, please visit [www.alfordexecutivesearch.com](http://www.alfordexecutivesearch.com).



# More About the ADA Foundation

## The ADA Foundation Volpe Research Center

The ADA Foundation Volpe Research Center (VRC) is active in the fields of biomaterials and bio-mineralization, molecular and cell biology, clinical science and therapies, and also in standards-related activities. The VRC emphasizes a strong applied research program. Formerly known as the Paffenbarger Research Center, the VRC has been hailed as one of the most productive in the world. ADA and ADA Foundation research scientists have engaged in cooperative dental and medical materials research with government scientists since 1928. This collaboration, located at the National Institute of Standards and Technology (NIST, formerly NBS, the National Bureau of Standards, a government research laboratory managed by the U.S. Department of Commerce), has in many respects revolutionized the practice of dentistry.

## The ADA Foundation's Give Kids A Smile® Program

As dentistry's premier philanthropic and charitable organization, the ADA Foundation builds relationships to help make a difference through improved oral health. One of the most important ways in which the ADA Foundation accomplishes this is through Give Kids A Smile, the ADA Foundation's signature access-to-care program. The ADA launched Give Kids A Smile nationally in 2003 as a way for dentists to join with others in the community to provide free oral health services to underserved children. Dentists and other dental team members volunteer their time and service to provide free screenings, treatments, and education to children throughout the United States. The ADA Foundation collects program information from GKAS program coordinators and works with generous sponsors to provide dental products and materials at no charge to support as many GKAS programs as possible. Each year, approximately 350,000 children benefit from more than 1,500 Give Kids A Smile events, all because of the efforts of 40,000 dentists, dental team members, and community volunteers.



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