

## **Executive Director – Indiana Optometric Association**

### **Overview**

The Indiana Optometric Association (IOA) is one of the oldest and most successful healthcare associations, founded in 1897. Doctors of Optometry are primary healthcare providers for the eye. Optometrists diagnose and treat diseases, injuries and disorders of the visual system. Indiana Optometrists practice in 87 of the state's 92 counties. The IOA is looking for an energetic, strategic and committed leader to plan, organize and direct the programs and activities of this robust organization.

### **Qualifications**

A bachelor's degree from an accredited college or university is required; an advanced degree is preferred.

Demonstrated experience in collaborating with boards and stakeholders including policy makers and the media as well as managing staff. Legislative/advocacy background strongly desired.

Excellent written and oral communication skills, public speaking and the ability to use technology.

High level of professional and personal ethics.

Must reside within one hour of the Indiana State Capitol in Indianapolis and have knowledge of Indiana government and history.

References are required. A criminal background check is required.

State and national travel required.

The IOA offers a competitive salary and benefits.

**Qualified candidates who wish to be considered for the position should send their resumes to [career@ioa.org](mailto:career@ioa.org) by January 1.**

## **IOA Executive Director Responsibilities**

### **General**

Serves as chief executive officer of the association. Recommends and participates in the formulation of new policies and makes decisions within existing policies as approved by the IOA Board of Trustees. Plans, organizes, directs, and coordinates the staff, programs, and activities of the association to assure that plans are executed, objectives attained, and member needs met. Maintains effective internal and external relationships and communications. Through management and leadership, achieves economical and productive performance, forward-looking programming, and constructive growth of the association.

### **Essential Functions**

Within limits of IOA's Bylaws, the executive director is responsible for and has commensurate authority to accomplish the duties set forth below:

#### **A. Legislative and Governmental Affairs**

1. Serves as chief lobbyist of the IOA.
2. Attends and advises at all meetings of the IOA Government Affairs Committee and other meetings which relate to legislative and governmental affairs.

3. Recommends legislative policies and strategies to the IOA's leadership. Works to secure passage and final approval of legislation approved by the association and oppose bills which are deemed not in the interests of the association and profession of optometry.
4. Serves as primary liaison and supervisor to the Association's retained lobbying firm(s) and works with the firm(s) to secure legislative objectives.
5. Monitors and reports all legislative/regulatory/political activities and issues which may impact the interests of the association and its members.
6. Develops position papers and talking points on legislative issues of concern, attends committee hearings, coordinates testimony on bills and assists association members who attend hearings.
7. Maintains and activates IOA's grassroots network when needed

#### **B. Administrative**

1. Manages and supervises all IOA employed personnel. Responsible for the effective performance of the staff in achieving objectives and goals of the association.
2. Develops specific policies, procedures, and programs to implement the general policies established by the Board of Trustees.
3. Fully informs the Board of Trustees, Executive Committee, and officers concerning conditions and operations of the association.
4. Provides the necessary liaison and staff support to enable committee chairs and committees to properly perform their functions.
5. Plans, promotes, and facilitates official meetings of the association. Meetings held each year include one two-day continuing education program, two one-day continuing education programs, and IOA's annual convention, four Board of Trustees meetings, one House of Delegates meeting, and other meetings as necessary to fulfill the mission and goals of the IOA.
6. Ensures the proper recording of the official minutes of the Board of Trustees and House of Delegates meetings.

#### **C. Financial**

1. Maintains financial records of the Association, submits monthly financial reports to the board of directors and arranges an annual audit by a certified public accountant. Coordinates financial, including investment activities, with the association's elected treasurer.
2. Develops and recommends an annual budget for consideration and approval by the Executive Committee, Board of Trustees, and House of Delegates. Upon budget approval, operates within the adopted budget.
3. Ensures that all funds, investments, physical assets, and other property of the association are appropriately administered, maintained, and safeguarded.
4. Ensures that all financial obligations and debts of the association are properly paid on a timely basis.
5. Processes payroll on a biweekly basis.

#### **D. Membership**

1. Maintains an up-to-date list of the association membership and publishes regular updated membership directories for IOA's local society presidents and officers. Develops and recommends programs for membership recruitment and retention. Coordinates activities with the association membership development committee.
2. Maintains membership records and administers dues and other assessments as approved by delegates to the association's annual meeting.
3. Collects and remits national dues to the American Optometric Association.
4. Coordinates IOA interaction activities with the Indiana University School of Optometry (IUSO), including the incoming breakfast and a presentation to first year students, the White Coat Ceremony, and an IOA presentation provided to IUSO fourth year students on their last day of class.
5. Arrange for student-OD mixers at IOA events, including at the annual convention and fall seminar.
6. Describe what organized Optometry provides to ODs to students when invited to do so by IUSO.

#### **E. Publications**

1. Serves as chief editor and general business manager of all IOA print and electronic publications.
2. Ensures the publishing of periodic newsletters, email blasts, and social media posts to keep the membership informed of Association, professional, and relevant governmental activities.

#### **F. Political Action Committee (PAC)**

1. Serves as the chief advisor of Optometry's PAC.
2. Plans and coordinates solicitation and disbursement of PAC funds.
3. Plans, formulates, and recommends for approval programs to improve and increase the political effectiveness of the PAC.
4. Ensures that the records of the PAC are properly maintained and that periodic state-required filings are properly made.
5. Plans, advertises, and coordinates all PAC fundraisers (Focused Fundraisers) for legislative candidates.