

# American Clinicians Academy on Medical Aid in Dying

www.ACAMAID.org

10/5/22

The Academy is seeking an Executive Director — Half-time position, flexible hours, remote.

Initiated on February 15, 2020, at the 1<sup>st</sup> National Clinicians Conference on Medical Aid in Dying, the Academy has grown at a remarkable pace in size, function, utility, and admiration — informing and educating diverse clinicians from doctors to doulas, developing evidence-based best practices from medical ethics to pharmacology, and much more.

These first formative years have been entirely sustained by committed and experienced volunteers, with guidance from our active Board of Directors and Board of Advisors. But we've grown too big and too complex for this structure to accommodate our continued development. The Academy Board is now pleased to initiate the paid position of Executive Director, to run the daily activities of the Academy and help us further develop the organization.

The new Executive Director, ideally, will be experienced in executive, administrative and leadership functions — part of which will be delegating some of the responsibilities listed below to the various Academy clinicians. Knowledge of end-of-life care, especially the clinical aspects of medical aid in dying, will be helpful but not essential — many clinician volunteers will continue in their active roles. We are a 501(c)3 organization, so experience with non-profits will be meaningful.

- ◆ Activities of the Executive Director will include, but not be limited to:
  - ❖ Executive duties:
    - Guide the continued progress of the Academy.
      - Develop and direct organizational strategy.
    - Manage the organization's assets. Create and oversee budgets.
    - Advance Academy fundraising.
    - Develop outreach to organizations and individuals.
    - Develop a diversity and inclusion plan.
    - Maintain communications with the Board of Directors; lead Board meetings.
    - Assist in the planning and implementation of the 2023 National Clinicians Conference on Medical Aid in Dying.
    - Organize the various clinical volunteers into appropriate groups. Delegate Academy functions.

- Respond to media inquiries. Develop a media team and distribute interview requests.
  - Monitor media about clinical aid in dying, and newsletters from related organizations; distribute information to Academy clinicians.
- Liaison with state aid-in-dying organizations.
- Develop, organize, and distribute patient education materials.
- ❖ Administrative/clerical duties:
  - Manage daily email communications; respond to and/or assign responses to Academy clinicians.
  - Manage daily requests to the Patient to Doctor Referral System; follow up on pending placements.
    - Consult with Academy clinicians if additional evaluations are needed before making a referral.
  - Manage the Listerve; select Academy clinicians to moderate specific topics.
  - Manage the continuing education system; weekly, issue certificates for continuing education credits.
  - Manage the Academy website, with IT help as needed.

**Approximate hours:** 20/week. Flexible time, but some minimal daily weekday monitoring will be needed. Remote work, very occasional travel.

**Compensation:** To be determined with selected candidates. The position does not include non-salary benefits.

**Qualifications:** Candidates may be from nonprofit, foundation, or healthcare backgrounds. Skilled, warm, and communicative writing ability is essential. Computer/internet/basic IT skills will be essential.

Academy review of expressions of interest and applications begins immediately. Applications will close November 1, 2022. We encourage early applications.

To apply for this position, please use our application form at <https://www.acamaid.org/edapplication/>.

Please direct all questions to [ACAMAID@ACAMAID.org](mailto:ACAMAID@ACAMAID.org)

The Academy is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Thank you.

Executive Director Search and Interview Team:

Constance Holden, RN, MSN

Robin Plumer, DO

Sonny Vukic, MBA, PT

Lonny Shavelson, MD