

September 2021

Butte-Glenn Medical Society (BGMS) seeks a full-time Associate Director to join our growing team! The Associate Director is a full-time position located at our office in Chico with some travel. Part-time remote work is acceptable if needed. The Associate Director will report to the Executive Director who is also the CEO of Healthy Rural California, a separate but affiliated non-profit that shares office space and other resources. You can be part of the revitalization and expansion of Butte-Glenn Medical Society which is celebrating 75 years!

The Associate Director's job duties will mainly focus on:

- Fundraising through sponsorships in BGMS' new sponsorship program,
- Marketing, outreach, and strengthening partnerships with clinical facilities and hospitals in Butte, Glenn, Tehama and Plumas counties,
- Recruit physician members,
- Establish new events that will drive revenue, such as a golf tournament and/or a Pickle Ball tournament, virtual hikes, and other activities,
- Maintaining and developing a printed physician directory and magazines produced twice a year,
- Establish an annual Gala as a fundraising opportunity.
- Other event and program management,
- Marketing support through social media
- Updating and maintaining the BGMS website, enewsletters;
- Lead contact for California Medical Association (CMA) functions to ensure connection with Butte-Glenn Medical Society efforts, and vice versa,
- Articulate and share CMA's benefits and stay current with their activities, and
- Participate in other sponsors meetings as needed.

Physician membership is the backbone of this 501(c)6 professional membership non-profit. The Associate Director will lead physician engagement programs such as BGMS' Virtual Grand Rounds which are currently held twice a month and produce other Continuing Medical Education (CME) and informational events. The Associate Director will also attend coalitions that are part of BGMS' leadership in our community – the Butte Glenn Opioid Safety Coalition, Butte Youth Now Coalition and others.

The Associate Director will meet specific goals:

- Fundraising of at minimum \$50,000 a year through sponsorships and partnership agreements.
- Bonuses for revenue of \$75,000 or more available.



- Establish at least two group physician memberships per year.
- Grow membership by 3% each year.

The Associate Director's salary is \$65,000 a year plus benefits. BGMS seeks candidates with a bachelor's degree, with a valid California Driver's License and the ability to travel. Prior experience in managing programs, administration, digital and print marketing, healthcare or public health, outreach, sales/account management and fundraising required.

Excellent communication and organization skills, the ability to work independently and with direction from others, and an interest in making a difference in the medical community and/or public health in the region required. Candidates must be able to follow public health and medical guidelines as Butte-Glenn Medical Society leads by example.

Please submit your resume and cover letter to Kristy Bird MaKieve, MBA, CAE, Executive Director, Butte-Glenn Medical Society by email to [bgmsed@gmail.com](mailto:bgmsed@gmail.com). All applicants will be reviewed on **Wednesday, September 22**. Interviews will be scheduled in person during the week of September 27 at our Chico office where masks are required. Start dates for this position are October 18 or 25, or November 8. Butte-Glenn Medical Society and Healthy Rural California may be relocating offices to Meriam Park November 1, 2021 so we aim to have someone start before or after Nov. 1. Parking is free at our current or future office spaces.