

**San Francisco Bay Area Chapter, Physicians for Social Responsibility**  
**Executive Director: Job Description and Requirements**

Guided by the expertise of medicine and public health, [SF Bay Area Physicians for Social Responsibility](#) works to protect human life from the gravest threats to health and survival. Consequently, we promote public policies that protect human health from the threats of nuclear war and other weapons of mass destruction, climate change, environmental toxics, the epidemic of gun violence, and other social injustices in our society today.

As one of the largest and oldest PSR chapters in the country, with over 2,000 members and supporters, we seek a dynamic Executive Director who can build and propel our work to ensure that our effective health professional voice is prominent in the Bay Area, California, and national policy arenas.

**Roles and Responsibilities:**

Working under the general direction and supervision of the Board of Directors, the Executive Director will be responsible for overseeing the administration and programmatic activities of SF-Bay Area PSR.

*Specific duties include:*

**Program Development/Management (25% Focus)**

- Oversee strategic development of programs specifically related to climate change, global security, environmental sustainability and social justice.
- Ensure successful implementation of programmatic activities in partnership with our physician and other health professional leaders and governmental and non-governmental organizational allies.
- Develop and disseminate appropriate knowledge-based resources and educational materials.
- Build and expand effective communication and supportive, collaborative working relationships with other PSR chapters, national PSR, and local and national allies.

**Organizational Development (25% Focus)**

- Create and implement system for identifying and fostering the engagement of new members.
- Manage grant development program, including identifying resource requirements, research funding sources, establish strategies to approach funders, submit proposals, and ensure accurate and timely grant reporting.
- Prepare the annual Program Plan reports to national PSR for annual chapter grant allocation request.
- In coordination with the Board of Directors and communications consultant support, cultivate and solicit individual donors via personal asks, direct mail appeals and online fundraising tools.

**Student Chapter Leadership Development (20% Focus)**

- Working in concert with physician and student leaders, support educational programming related to our core mission on campuses for health care professionals and students.
- Develop, organize and support the creation of one or more local student PSR chapters.
- Encourage integration of medical and all health professional students into the chapter's work.

**Communications (20% Focus)**

- In coordination with Communications consultant support, create engaging and consistent communication tools, including eNews, press releases, event-specific flyers and other materials for email list and the public at large.
- Establish and oversee coordination of speakers' bureau.

- Working with Chapter Consultants and graphic designer, conduct an over-all assessment and possible re-tooling of the organizational website and ensure website is updated in a timely manner.
- Build and maintain social media accounts.

#### Policy Advocacy and Lobbying (5% Focus)

- In collaboration with policy consultant, develop legislative agenda and priorities and coordinate this agenda with appropriate allies.
- Represent SF Bay Area PSR in meetings and/or hearings.
- Ensure compliance with all state and federal lobbying rules, including periodic review of laws pertaining to nonprofit lobbying, preparing state quarterly lobbying reports (if needed), and federal 501(h) requirements.

#### Organizational Administration (5% Focus)

- Work with SFPSR Board of Directors to set organization's strategic priorities.
- Support operations and administration of Board of Directors by advising and informing Board members and interfacing between Board and consultants on program and fund development related issues.
- Ensure quarterly board meetings are held and documented according to state law.
- Provide supervision to consultants in accordance with authorized personnel policies, procedures, and state and federal laws and regulations.
- Assist in development and management of yearly budget for Board of Directors approval.
- With organizational bookkeeper, ensure professional and ethical chapter financial management.

#### Qualifications:

- Proven ability to serve as organizational leadership including experience raising grant and individual financial support for nonprofit organizations.
- Proven ability to build relationships, expand capacity and create long-term stability for nonprofit organizations.
- Ability to convey PSR's vision to staff, board, volunteers, donors, and the public.
- Experience working with physicians and other health professionals and with science-based evidence.
- Experience in nonprofit management and program development.
- Content expertise in one or more program areas.
- Strong public speaking, written and oral communications skills .
- Ability to independently work from home and manage consultants located remotely.
- Health professional or public health experience/training preferred but not required.

#### Employment Details:

Flexible hours based on candidate, at least 20 and up to 40 hours per week.

Office location in San Francisco TBD

Flexible and generous leave policy.

\$65,000 - \$85,000 FTE annually, plus reimbursement for personal health insurance plan

#### To Apply:

Send CV and Cover Letter, combined into one pdf, to [action@sfbaypsr.org](mailto:action@sfbaypsr.org). The single document should be named with your full name.