

The South Dakota Dental Association is seeking an **Executive Director** to lead our statewide professional organization and its charitable foundation.

The Executive Director serves as the chief executive officer and manages the affairs and operations of the Association and the Foundation. The Executive Director works closely with the Board of Trustees to execute the association's mission, support members, and represent the interests of the dental profession at the state and national levels. The Executive Director is responsible for overall strategic direction, advocacy efforts, financial management, staff leadership, and organizational operations.

The SDDA is the voice of dentistry in South Dakota, dedicated to advancing the dental profession and promoting oral health across the state. The SDDA is governed by a 20-member Board of Trustees and a House of Delegates with a membership of 500 dentists and 400 allied dental staff. The South Dakota Dental Foundation (SDDF) is a charitable non-profit that operates as a support organization to the SDDA. The SDDF is governed by a 15-member Board of Directors.

Essential Duties and Responsibilities:

Executive Leadership and Management:

- Lead operations of the two non-profit organizations. Supervise three staff members and provide direction to outside counsel, consultants and lobbyists.
- Plan and organize programs and utilize appropriate resources to achieve goals and objectives. Provide support for all activities associated including staffing and operational support for all meetings, programs, and functions.
- Manage the affairs and operations of the South Dakota Dental Association, its political action committee (SoDak-D-PAC), and the South Dakota Dental Foundation.
- Carry out such other general responsibilities as may be delegated by the officers and members of the Board.

Membership Services:

- Maintain effective relationships, which may include speaking engagements, with dental and other health-related organizations, both public and private, and see that the position of the SDDA and its members is enhanced in accordance with the policies and objectives of the organization.
- Represent the SDDA and the profession to national and state organizations subject to approval of the Board.
- Oversee the marketing and promotion of the value of SDDA membership and organized dentistry through the development, implementation, and communication of membership programs and services.
- Oversee the providing of services and support to local component societies including materials, guidance, assistance, etc. as directed.
- Oversee SDDA/SDDF publications, and digital content including the design, advertising, editing and financial stability.
- Oversee all continuing education programs, including the logistics for all online and in-person events.

- Oversee the management of the association management system.

Legislative/Regulatory Affairs:

- Oversee the state legislative and regulatory advocacy programs. Support and advise the SDDA political action committee.
- Monitor national advocacy initiatives through the American Dental Association.
- Pursue SDDA legislative initiatives. Lobby the South Dakota Legislature. Coordinate lobbying responsibilities with the Association's contract lobbyist.

Finance/Operations:

- The Executive Director is responsible to the Board for the administration of the Central Office and effective implementation of all SDDA programming.
- Oversee the fiscal management of the organizations, including the development and implementation of SDDA/SDDF budgets, completion of annual audits, ensure adequate internal controls are in place, and that reporting and tax filings comply with regulations and policies. The SDDA has an annual operating budget of approximately \$700,000. The SDDF has an annual operating budget of approximately \$150,000. Oversee and safeguard SDDA/SDDF assets. The SDDA has reserves of \$7000,000. The SDDF has endowed assets of \$3.5 million.
- Provide sound recordkeeping for SDDA in accordance with the association's record retention policy.
- Oversee and perform human resources functions. Establish and maintain administrative and personnel policies and procedures. Ensure SDDA complies with employment-related legal and regulatory requirements.
- Obtain maximum utilization of staff by clearly defining their duties, establishing performance standards, conducting performance reviews and maintaining a competitive salary structure based on budgets adopted by the Board.

Relationships:

- The Executive Director maintains relationships with the American Dental Association, state dental society executive directors, and component society officers.
- Establishes such relationships as the Board of Directors may specify or as deemed advisable in the best interests of SDDA.
- Establishes and maintains relationships with organizations that may impact dentistry or oral health in South Dakota, including: the South Dakota Oral Health Coalition; South Dakota Legislators; the South Dakota Department of Social Services, South Dakota Department of Health, dental insurance companies, South Dakota's Congressional Delegation and any other organization deemed advisable in the best interests of SDDA.

Ideal Candidate Profile:

- Executive-level leadership in a nonprofit or membership organization
- Motivated with a professional demeanor
- Diplomatic with experience in advocacy and government relations
- A team player and collaborative problem-solver
- Skilled at prioritizing and managing competing priorities
- A leader who fosters a positive, supportive, and growth-oriented work environment.
- Resourceful and tech-savvy
- Able to balance honoring SDDA traditions with boldly embracing future innovation

Compensation, Schedule, and Travel:

- Salary: Negotiable and dependent on experience and qualifications
- Location: Office located in Pierre, South Dakota
- Benefits:
 - 100% employer-paid health, and dental insurance (employee only)
 - Health savings account
 - Term life insurance / Disability insurance
 - SIMPLE IRA – 4% match contributed by SDDA
 - Paid Leave of 10 days vacation, 8 days of PTO, and 11 holidays.
- Travel required in South Dakota throughout the year; approx. 2 to 3 out-of-state trips/year with some nights and weekends

How to Apply:

Please submit your resume/CV and a cover letter to the SDDA by June 22, 2026 to Apply@sddental.org or SDDA, 804 N Euclid Ave, Suite 103, Pierre, SD 57501

Qualifications:

- Bachelor's degree
- Certified Association Executive (CAE) credential preferred
- 3+ years of experience in non-profit or association management
- Proven expertise in organizational leadership, financial management, and operational excellence
- Experience in human resources
- Authorized to work in the US