

# NCVMB Executive Director Job Description

The North Carolina Veterinary Medical Board (NCVMB) is seeking a self-driven and highly competent executive director to lead and influence our organization to design and direct strategies that support and enhance our organizational operations. Duties for the executive director will include managing staff, optimizing financial operations, providing leadership to all staff, establishing goals, advising the NCVMB Board on organizational activities, overseeing and streamlining daily operations, improving staff performance, and developing and implementing legislative changes to the NC Veterinary Practice Act. Your stewardship and strategic planning skills as an executive director will aid the NCVMB in promoting its mission and objectives, maintaining positive relationships with internal and external stakeholders, achieving organizational goals, and maintaining sound financial practices.

The ideal candidate must possess outstanding communication skills, strong leadership qualities, and good planning and organizational skills.

## Executive Director Responsibilities:

- Developing and directing NCVMB strategy
- Facilitates and oversees all Board activities
- Work with the Board Attorney, staff, and State legislators
- Oversee NCVMB facility inspectors
- Familiar with NC Veterinary Practice Act
- Familiar with the mission of the NCVMB
- Familiar with Veterinary Medicine
- Familiar with Veterinary Facilities
- Working with NCVMB committees
- Dealing with complaints
- Customer Service to the public, Veterinarians, and RVTs
- Scheduling
- Familiar with NC rule making

## Executive Director Requirements:

- Financial management experience.
- Previous Administrative experience
- Highly organized
- Project management experience
- Highly ethical behavior
- Effective communicator
- Motivational skills
- Public relations knowledge
- Exceptional interpersonal skills
- Multi-tasking
- Good communication
- Skilled with Word, Excel, Email, Texting, QuickBooks, and Zoom
- Available after hours

Please send resumes to Tod Schadler, DVM via email at [tschadler@ncvmb.org](mailto:tschadler@ncvmb.org). This position will remain posted until filled.