



EXECUTIVE DIRECTOR JOB POSTING

United Ostomy Associations of America, Inc. (UOAA) is a national nonprofit organization dedicated to promoting quality of life for individuals with ostomies and continent diversions through education, support, advocacy, and collaboration.

UOAA is seeking a **full-time Executive Director** to provide strategic and operational leadership for the organization. Reporting to the Board of Directors, the Executive Director will lead a team of six staff members and oversee all aspects of UOAA's programs, operations, fundraising, and financial stewardship.

This position is based at UOAA's national office in **Biddeford, Maine**, and is anticipated to begin on or after **June 1, 2026**. **The role is on-site and not eligible for remote work.** Relocation or moving expenses will not be provided.

More information about UOAA can be found at <https://www.ostomy.org>.

Position Overview

The Executive Director partners closely with the Board of Directors to advance UOAA's mission and vision while ensuring organizational sustainability and impact. This role provides leadership across operations, programs, advocacy, fundraising, budgeting, compliance, and community relations.

Essential Job Functions

Leadership

- Provide clear vision and strategic direction for UOAA in collaboration with the Board of Directors.
- Support and strengthen the Board in fulfilling its governance responsibilities.
- Implement Board-approved policies, procedures, and strategic and operational plans.
- Keep the Board fully informed on matters related to staff, programs, risk management, and financial performance.

Management and Operations

- Foster a positive, collaborative, and inclusive workplace culture grounded in transparency and effective communication.
- Ensure appropriate financial, human resources, and operational policies are in place to support efficient and effective organizational operations.
- Oversee compliance with applicable local, state, and federal regulations.
- Work with the Board Treasurer, Finance Committee, and staff to develop and manage the annual budget.
- Ensure the organization operates within the approved budget and maintains accurate, timely financial reporting.
- Assist the Board in developing and maintaining effective communication systems with Affiliated Support Groups.

Fundraising and Community Relations

- Participate in and oversee fundraising and development activities across all revenue streams.
- Lead annual fundraising events to increase revenue and organizational visibility.
- Build and maintain strong relationships with ostomy-related companies to secure sponsorships for programs, services, events, and the biennial conference.
- Represent UOAA to funders, sponsors, community leaders, partner organizations, and the media.
- Oversee marketing and communications initiatives, including website content, printed materials, and branding.
- Ensure a strong social media presence and advocacy voice in collaboration with staff.

Program Development and Delivery

- Work with the Board to develop new programs and initiatives aligned with UOAA's mission.
- Oversee implementation and evaluation of programs, ensuring effectiveness, quality, and measurable outcomes.

Biennial National Conference

- Collaborate with the Board, staff, and Conference Planning Committee (CPC) volunteers to plan and execute UOAA's biennial national conference.
(The next conference is scheduled for August 2027 in Las Vegas, Nevada.)
- Oversee registration processes and vendor coordination.
- Manage contracts and relationships with conference service providers, including drayage, tradeshow services, mobile app developers, and other vendors.
- Oversee development of the conference mobile app with staff and CPC support.
- Secure conference sponsorships and ensure fulfillment of all sponsor benefits before, during, and after the event.

Local and national travel is required for meetings, conferences, and events.

Qualifications

The ideal candidate will bring demonstrated success in nonprofit leadership, fundraising, and team management, and will possess:

- Minimum of **five years of leadership experience** in nonprofit organizations with progressively increasing responsibility
 - **Experience in conference planning is a plus**
 - Ability to prioritize competing demands in a resource-constrained environment
 - Excellent communication and interpersonal skills with staff, volunteers, board members, donors, partners, and community stakeholders
 - Strong leadership and team-building skills
 - High attention to detail and organizational effectiveness
 - Knowledge of state and federal regulations governing national nonprofit organizations
 - Positive, collaborative, and mission-driven approach
 - Strong computer skills, including proficiency in Microsoft Word, Excel, and PowerPoint (*Experience with QuickBooks or other accounting software is a plus*)
 - Understanding of and/or personal connection to UOAA's mission is highly desirable
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Compensation and Benefits

- Salary: **\$75,000–\$85,000**, commensurate with experience
 - Benefits include:
 - Paid time off including vacation, sick leave, and paid holidays
 - Employer-sponsored **SIMPLE IRA plan**
 - Partial stipend toward individual health insurance premiums (*Employer-sponsored health insurance is not currently available*)
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Application Instructions

Please submit a **resume and cover letter** by email to [**christine.ryan@ostomy.org**](mailto:christine.ryan@ostomy.org). Both documents must be attached as **PDF or Microsoft Word files**. Please do **not** include application materials in the body of the email.

No phone calls, please.