

## **CHILDREN'S DENTAL HEALTH PROJECT POSITION DESCRIPTION**



### ***Executive Director***

CDHP seeks a proven results-oriented organizational leader with executive-level management and fundraising experience to partner with a collaborative Board and effective staff in advancing CDHP's vision of oral health for all children.

### **MISSION**

The Children's Dental Health Project (CDHP) is a national non-profit organization that creates and advances innovative solutions to achieve oral health for all children.

CDHP engages a broad group of governmental, foundation, association, policy, advocacy, and industry partners committed to children and their oral health. It works to improve access to dental care and promotes strategies for the prevention and management of dental disease for all children. CDHP's office is located in Washington, DC. For more information about the organization, go to our websites at [www.cdhp.org](http://www.cdhp.org) and [www.nmcohpc.net](http://www.nmcohpc.net)

### **VISION**

Achieving oral health for all children to ensure that they reach their full potential.

### **General Goals**

- To prevent and manage the risks and disease processes that lead to childhood tooth decay and other chronic and debilitating conditions;
- To promote solutions that are grounded in the best available research and to support exploration when such evidence is lacking;
- To engage policymakers and other decision-makers in addressing ongoing inequities in oral health and dental care and to implement cost-effective solutions.

### **EXECUTIVE DIRECTOR GENERAL RESPONSIBILITIES**

The Executive Director is responsible for assuring that the organization makes significant strides toward achieving its vision. The position is also responsible for overall leadership, strategic management and fundraising for the organization, which has an annual operating budget of \$1.4 million and a staff of seven. The Executive Director reports to a 14-member national Board of Directors made up of oral health, policy and business leaders.

Key areas of responsibility include:

- Organizational Resource Development (50%) – lead and support organizational advancement through communications and fundraising activities including effective networking, organizational promotion, and the generation of contributions and grant/contract revenue.

- Operational Management (25%) – support and facilitate Board relations and governance; develop and manage a balanced budget, provide general oversight of operations and staff, provide strategic thinking, and implement strategic plan and communications plan.
- Policy and Program Development (25%) – lead and participate in discussions, coalition building and the design of necessary research and analysis to form the basis for strategic policy improvement making connections between oral health and other related areas of health, social services, and social welfare.

## **NATURE OF WORK**

Work is oriented toward achieving CDHP's vision through the development and implementation of strategies and resources, and by managing a high-functioning staff and consultants to achieve excellence in all projects. Work is reviewed through meetings, reports and results obtained. Travel to national and state meetings is expected. The Executive Director customarily and regularly exercises discretionary power, and serves at the will and pleasure of the Board of Directors.

## **WORK DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Represent the organization in public meetings, in the media and in other professional venues
- Integrate staff's work across programmatic, policy and development functions
- Staff the Board
- Maintain productive relations with external groups, including funders
- Promote the organization's mission, vision, and values
- Work with staff to drive the organization's policy agenda

## **QUALIFICATIONS**

### *Education and Experience*

- Track record of accomplishment in leadership, fundraising and organizational management, preferably within a non-profit context; minimum of five years of progressive management experience required
- Master's or higher degree preferred in healthcare, public health, public administration, business administration, or suitably related field; Candidates with bachelor's degrees and significant experience may be considered.
- Experience in national health policy activities

### *Knowledge*

- Broad knowledge of the organization and operation of federal, state and local health or dental systems
- Comprehensive knowledge of the principles and practices of health administration
- Broad knowledge of management principles and techniques
- Broad knowledge of federal and state resources available for use in health programs
- Broad knowledge of the federal legislative system and contemporary (oral) health issues

### *Abilities*

- Ability to develop and implement fundraising goals and strategies, including the identification, cultivation and solicitation of potential funders
- Ability to communicate clearly both orally and in writing to promote the organization
- Ability to plan, organize and execute policies and programs for a national organization
- Ability to establish and maintain relationships with diverse organizations, agencies, and people
- Ability to engage, motivate and guide a team of highly capable and cross-functioning professionals
- Ability to critically review reports and prepare recommendations from such review
- Ability to effectively evaluate staff performance and take corrective actions when necessary
- Ability to make independent decisions with little oversight by the Board

### *Skills*

- Skill in applying administrative principles in organizing and leading staff
- Strong interpersonal skills
- Excellent verbal and written communication skills
- Excellent financial management and reporting skills
- Strong analytical skills and problem solving skills
- Technological competencies (MS Office Suite, remote email/internet, video-conferencing, etc)

**SALARY RANGE:** Commensurate with experience and with competitive area salaries

**JOB CLASSIFICATION:** Exempt

**EOE:** CDHP is an Equal Opportunity Employer

**TO APPLY:** Please email a cover letter explaining why you are interested and qualified, along with your resume and a three-year salary history (which will be held in strict confidence) to [employment@cdhp.org](mailto:employment@cdhp.org) with "EDSEARCH" in the subject line.

All applications will be acknowledged within a few days of receipt.

(This job announcement can also be found at [www.cdhp.org/employment](http://www.cdhp.org/employment).)



## About CDHP

The Children's Dental Health Project (CDHP) is dedicated to creating and advancing innovative solutions to achieve oral health for all children. Oral health has a significant impact during a child's years of growth and development and is consequential throughout their life spans.

Founded in 1997, CDHP is a national non-profit organization with the vision of achieving oral health for all children so that they can reach their full potential. Through its many legislative, regulatory, and programmatic successes, CDHP has established pediatric *oral* health as a critical element of children's overall health and welfare. In fact, CDHP successfully worked to get oral health benefits for children included in the new health reform law (ACA) – measures that could greatly improve oral health for all children. CDHP has made significant progress toward fulfilling its mission but has far more to accomplish as it seeks to realize its strategic plan. Its accomplishments have been characterized as “astounding,” “path breaking,” and “critical,” especially for an organization as young and small as it is.

Pediatric dentist, Dr. Burton Edelstein, founded CDHP as the “voice for children and their oral health.” He purposefully named the organization a “Project” to reflect a dynamic and targeted approach to solving the pressing problem of oral health inequities through public policymaking. As an alternative to efforts that treat one child at a time (as he had done as a clinician), CDHP develops and promotes policy and programmatic solutions that impact all children and their families. It accomplishes this by advocating for prevention-oriented care that is appropriately financed, supported by sound insurance coverage, provided by an effective workforce, available in private and safety-net settings, and accountable for quality and effectiveness.

Of the 4.3 million children born each year, nearly half (44%) will have experienced tooth decay by the time they reach Kindergarten. For the first time in 40 years, tooth decay in young children – despite being preventable - is again on the rise. Untreated decay is progressive and can be devastating to children's long-term health, educational achievements, self-image, and overall success. Without immediate action, the impact of tooth decay among today's young children will be felt for years to come. Profound disparities exist both in the occurrence of this too-common disease and in access to care; the most affected children experience the least care.

CDHP engages partners within and outside the dental community to change the way people think about oral diseases and dental care—to integrate oral health promotion with pediatric social, educational, and health programs; to “mainstream” dental care with pediatric healthcare; and to end the “silo-ing” of oral health from systemic health concerns. We work to identify and overcome the knowledge and action barriers surrounding oral health and its long-term health impacts and will persist until structural inequities are resolved.

CDHP employs analytical and evidence-based research, expert professional opinion, collaborative exploration, and consumer and advocate input to influence policy, design and conduct programs, communicate information, and provide technical assistance for policymakers and those who influence them.

Through programs like our Centers for Disease Control and Prevention (CDC) “Promoting State Oral Health Infrastructure” cooperative agreement, our Health Resources and Services Administration (HRSA) “National Maternal and Child Oral Health Policy Center,” and “Improving Perinatal and Infant Oral Health Project,” we raise awareness, promote action, and resolve longstanding barriers to oral health. Our efforts are predicated on sound public health principles including prevention, early intervention, efficient use of scarce resources, and accountability.



Building on our many policy successes—dramatically increasing dental insurance coverage, advancing public health interventions, expanding resources, enhancing surveillance, strengthening the safety net, and promoting advances in disease management—we are now working to assure that all children and pregnant women can benefit with improved oral health and dental care.

CDHP has been the leading advocate for children and their oral health since 1997 and continues to pave the way for policies and programs that advance the field. We regularly engage a coalition of dental and children's health partners to advocate policy change in the areas of prevention, access to care, and disease management. We work to provide national, state, and local advocates and policymakers with the information and tools they need to advance change and ensure that oral health remains a priority.

Over the past 10 years, CDHP's actions have resulted in:

- Inclusion of two dozen oral health provisions in the Affordable Care Act (ACA) that address infrastructure, prevention, coverage, financing, workforce, and surveillance;
- Inclusion of a dozen oral health provisions in the Children's Health Insurance Program Reauthorization Act (CHIPRA) including a mandatory pediatric dental benefit;
- Improvement of state infrastructures to address the oral health of their citizens through the Safety Net Improvement Act and our cooperative agreement with CDC;
- Tailored technical assistance and coalition facilitation in the majority of states;
- Data and research findings used by advocates and policymakers across the country to advance the oral health of all children and their families;
- Tools to establish public-private partnerships to meet the dental needs of uninsured or low-income children.

#### Current Programs

1. Our "Promoting State Oral Health Infrastructure Program," funded by the Centers for Disease Control and Prevention's Oral Health Infrastructure Cooperative Agreements, seeks to enhance state and local capacities to improve oral health, particularly for children in low income families and racial and ethnic subpopulations that experience disproportionate levels of oral disease. Developed through this program, our authoritative database of fluoridation legislation, our state oral health plan comparison tool, our "policy tool," and the range of our publications, presentations, and technical assistance activities account for significant improvements in state-level oral health policies and programs.
2. The "National Maternal and Child Oral Health Policy Center," housed at CDHP is a collaborative effort with the National Academy for State Health Policy, the Association of Maternal and Child Health Programs, the Association of State and Territorial Dental Directors, and the Medicaid-(S)CHIP Dental Association to promote the understanding of effective policy options to address ongoing disparities in children's oral health. Its series of groundbreaking "TrendNotes" and other publications, webinars, and presentations highlight children's oral health issues and guide state policymakers and advocates.
3. CDHP continues to be active in the "Multicultural Oral Health Alliance (MOHA)," a coalition of four national organizations: CDHP, the Hispanic Dental Association, the National Dental Association and the Society of American Indian Dentists. MOHA works toward a united voice to address issues faced by vulnerable populations.



4. With grant and contract support from the Dental Trade Alliance Foundation, the DentaQuest Foundation, the W.K. Kellogg Foundation and others, CDHP assists regulators, provides information and technical assistance to advocates and state policymakers, and develops guides and tools for implementation of federal legislation. One example—our step-by-step guide to expanding coverage to children of working-poor families—facilitates coverage expansions for children who benefit from employer-sponsored health coverage but lack dental coverage.

### **Landmark Legislative Successes**

Since its founding, CDHP has worked aggressively to engage Congressional and Federal Agency leadership in issues related to pediatric oral health. Landmark legislative successes which CDHP instigated include:

1. The 2002 Healthcare Safety Net Improvement Act (PL107-251) dental provisions as incorporated into the Public Health Services Act (42USC256g): This legislation established a grants program to states to address dental access shortfalls in rural and underserved areas and has supported improvements in over half the states.
2. The 2009 Children's Health Insurance Program Reauthorization Act (PL111-3) dental provisions guarantee dental coverage, allow a dental "wrap" around employer health insurance, enhance state performance reporting, promote early intervention and quality assurance, authorize public-private contracting to expand FQHC capacity, address workforce expansions, improve information for Medicaid and CHIP beneficiaries, and include dental expertise in the federal Medicaid and CHIP Payment and Access Commission. (See [http://www.cdhp.org/resource/chip\\_reauthorization\\_renewed\\_support\\_children%E2%80%99s\\_oral\\_health](http://www.cdhp.org/resource/chip_reauthorization_renewed_support_children%E2%80%99s_oral_health))
3. The 2010 Affordable Care Act (PL111-148) dental provisions assure a pediatric oral health benefit as part of the Essential Health Benefits package and secure expansions of state dental public health infrastructure support, public oral health education, workforce and training opportunities, preventive interventions, national oral health surveillance measures, and access options for low-income children. (See [http://www.cdhp.org/cdhp\\_healthcare\\_reform\\_center](http://www.cdhp.org/cdhp_healthcare_reform_center))

CDHP was also active in the reauthorizations of the federal health professions training program in 1998 (by advocating for the inclusion of pediatric dentistry training) and again as part of the Affordable Care Act in 2010 (by advocating for expansions of the training program); limiting damage to Medicaid dental coverage as proposed in the Deficit Reduction Act of 2005; and partnering widely in ongoing efforts to ensure appropriations for authorized child health and dental programs.

CDHP has been equally engaged with federal agencies, particularly HRSA, CMS, and CDC as well as other DHHS Agencies (NIH, AHRQ, IHS) and Federal Departments. These engagements include working with regulators, program officials and leadership. We are now expanding to more effectively work on policy improvement at the state level since critical implementation issues are shaped there. We are raising funds to continue our strategic emphasis on early childhood caries prevention and disease management, quality measures in oral health, and strategies to address perinatal care and prevention.

Children's Dental Health Project has a budget of \$1.4 million with a revenue breakdown of 33% federal grants, 30% contributions, and 37% private grants & contracts. FY12 federal and independent funders include Centers for Disease Control and Prevention, Health Resources and Services Administration, DentaQuest Foundation, W. K. Kellogg Foundation, Dental Trade Alliance Foundation, REACH Healthcare Foundation, and National Assembly on School-Based Health Care. CDHP currently has seven employees and utilizes a select group of consultants for specific expertise.



## ORGANIZATIONAL STRUCTURE OF CDHP

