



Academy of Aid-in-Dying Medicine

Job Description: Executive Director

Position: Executive Director

Reports To: Board of Directors

Location: Flexible. Must be U.S.-based.

Salary Range: \$80,000 – \$150,000, commensurate with experience

Type: Full time. Will consider job share or highly-organized part time. Exempt.

From: Lael Duncan, MD. Interim Executive Director

Contact for questions: EDApply@AADM.org

About the [Academy of Aid-in-Dying Medicine](#)

The Academy of Aid-in-Dying Medicine is the only national organization focused on evidence-based best practices for clinicians caring for patients considering or completing medical aid in dying. We provide education, ethical guidance, hospice training, and research in the rapidly-evolving field of aid-in-dying care. The Academy upholds the highest standards of ethics, clinical rigor, and equity in end-of-life care.

Position Summary

The Executive Director (ED) will lead the Academy into the future, providing strategic, operational, financial, and mission-driven leadership. The ED will work closely with the Board, staff, volunteers, and partner organizations to ensure the Academy remains a trusted resource for clinicians, an effective advocate for quality end-of-life care, and a financially sustainable organization.

Key Responsibilities

Leadership & Strategy

- Champion the Academy's mission and values, ensuring clarity of purpose and alignment with strategic goals.
- Along with the Board of Directors, lead the development and execution of a long-term strategic plan, and initiatives with measurable goals.
- Represent the Academy nationally to clinicians, academic partners, media, and the public.

Staff & Organizational Management

- Manage and support a team of staff, consultants, and volunteers.
- Build and maintain a positive, inclusive, and mission-aligned culture.
- Ensure strong internal systems, human resource compliance, and operational effectiveness.

Education & Program Oversight

- With the Director of Education
 - Oversee clinical education programs, including continuing education content, webinars, publications, and conference presentations.
 - Ensure that programming reflects evolving laws, ethical standards, and clinical best practices.

Fundraising & Financial Management

- Independently or with a Fundraising Programs Manager
 - Oversee fundraising strategy including major gifts, grants, individual donor cultivation, and income from educational programs and membership.
- Work with the Board of Directors, accountant, and the Treasurer to manage budgeting, reporting, financial compliance and viability.

Partnerships & Clinical Advocacy

- Build and maintain partnerships with clinicians, hospices, state aid-in-dying organizations, academic institutions, advocacy groups, and end-of-life organizations.
- Engage thoughtfully in policy discussions related to medical aid in dying, where appropriate.

Key Skills and Qualifications

- Proven leadership experience in a nonprofit, clinical, academic, or advocacy setting.
- Strong understanding of U.S. healthcare systems, clinical practice, and medical ethics.
- Excellent written and verbal communication skills, with comfort in public speaking.
- Demonstrated ability to manage diverse teams and budgets, and to lead strategic initiatives.
- Experience in fundraising, donor relations, and partnership development.

- Commitment to values of compassion, equity, ethical integrity, and evidence-based care.

Bonus Qualifications

- Clinical background (MD, NP, RN, LCSW, etc.) or leadership experience working with clinicians.
- Expertise or academic experience in end-of-life care, bioethics, or palliative medicine.
- Experience with adult learning, continuing education, and professional education programs.
- Familiarity with laws, policies, and ethical considerations around medical aid in dying.
- Experience with virtual or remote team management and operations.

To Apply, [click here](#).

Priority will be given to applications received by November 21.