

NORTH DAKOTA BOARD OF MEDICINE

# Deputy Executive Director

*Job Posting*

**Position Title:** Deputy Executive Director

**Organization:** North Dakota Board of Medicine

**Reports To:** Executive Director

**Salary Range:** \$80,000+ (depending on experience)

**Benefits:** North Dakota State Benefits Package through [ND PERS](#)

**Location:** Bismarck, ND

**Anticipated Start Date:** September 2026

**Application Deadline:** July 15, 2026

## Position Summary

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The Deputy Executive Director serves as the chief operating officer of the North Dakota Board of Medicine, providing executive-level leadership and operational oversight across all Board functions. This position assists the Executive Director in the overall administration, management, and operation of the Board, and plays a central role in developing and implementing the Board's policies, strategic plans, and initiatives to achieve its mission and goals.

The Deputy Executive Director provides leadership and direction to Board staff in the absence of the Executive Director, helps to oversee program operations and compliance with all applicable federal and state laws and regulations. This is a high-visibility, high-responsibility role requiring sound judgment, professionalism, and a collaborative leadership style.

## Key Responsibilities

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### Executive Leadership & Administration

- Acts as proxy for the Executive Director in her absence, assuming full operational authority as needed.
- Supports the overall management and operation of the Board, including day-to-day administration and long-range planning.
- Assists with organizing Board and committee meetings, including preparing agendas and supporting materials.
- Provides support and help with other duties as assigned by the Executive Director.
- Fosters a positive, collaborative, and results-oriented work environment.

### Licensing and Credentialing

- Aids in supervision of licensing staff to ensure that all applications are processed in the most efficient manner possible and in accordance with Board policies and applicable laws and rules.
- Reviews completed licensure files and issues licenses on a daily basis.
- Reports disciplinary actions to all required national entities.
- Develop contacts and relationships with key entities to verify licenses are being issued in accordance with national standards and best practices.

## **Operations, Budget & Financial Oversight**

- Creates the annual budget for the Board in collaboration with the Executive Director, Board Treasurer, and Board's Finance Committee.
- Maintains oversight of financial operations between bookkeeper visits, including monitoring accounts and transactions using QuickBooks; familiarity with QuickBooks is strongly preferred.
- Aids in review and establishment of Board operations, guidelines, procedures, laws and rules. Provide recommendations for policy and process changes to improve efficiency and enhance continuous improvement. Requires analysis, evaluation, problem identification and solving skills.

## **Technology & Database Management**

- Will need to become familiar with the Board's database system for issuance and monitoring of licensure in professions under the Board's jurisdiction.
- Participates in database testing and review to ensure data integrity, accuracy, and system functionality.
- Provides updates and posting to the Board's website.
- Responsible for compiling various database reports requested by various parties including in response to open record requests.

## **Qualifications**

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### **Education**

- Bachelor's degree in Business Administration, Healthcare Administration, Public Health, Public Administration, or a related field required.

### **Required Experience**

- Experience in credentialing and/or professional licensing, preferably in a regulated healthcare or state agency environment.
- Experience with budget development, financial administration, and familiarity with QuickBooks or comparable accounting software.
- Familiarity with MS Office 365 Suite.

### **Preferred Experience**

- ADA Title II compliance education and website/document remediation experience.
- Familiarity with AI platforms and applications to the workplace.
- Supervisory or management experience, with demonstrated success leading professional teams.
- Experience working with or for a regulatory board, government agency, or similar organization.

## **Required Skills & Competencies**

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### **Leadership & Interpersonal Skills**

- Demonstrates a steady, professional, and composed leadership presence in all situations.
- Fosters a positive, collaborative, and results-oriented workplace culture.
- Inspires confidence and trust through neutrality, discretion, and confidentiality.
- Maintains consistent availability and accessibility. Board staff are allowed to work part-time at home and part-time in the office.

## Communication & Responsiveness

- Respond promptly, clearly, and professionally to verbal and written communications from staff, licensees, and the public.
- Communicates complex regulatory and policy information clearly to diverse audiences.
- Represents the Board with professionalism and poise in public and professional settings.

## Organizational & Analytical Skills

- Highly organized with strong attention to detail; able to manage multiple priorities simultaneously.
- Skilled at delegating effectively while maintaining accountability.
- Demonstrates creative problem-solving and initiative in developing solutions to complex challenges.
- Comfortable with ambiguity and able to exercise sound judgment in fast-moving situations.

## Application Information

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Interested candidates should submit a cover letter, current resume, and contact information for three professional references. Applications must be submitted by July 15, 2026, to be considered. Please submit completed applications to [sdepountis@ndbom.org](mailto:sdepountis@ndbom.org)

The North Dakota Board of Medicine is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.