



## **Job Title: EXECUTIVE DIRECTOR**

MEDA, based in Newton, Massachusetts, is the leading non-profit organization in the state supporting individuals and families affected by eating disorders. Founded in 1994, MEDA is one of the oldest and most successful eating disorder organizations in the country, reaching thousands each year. Programs and services include presentations and workshops to schools and community organizations, support groups, skills sessions, coaching sessions, peer supervision, and training. MEDA also hosts several professional events, including a national conference. More information can be found on our website at [www.medainc.org](http://www.medainc.org).

**Mission:** MEDA's mission is to heal, educate, and empower our community to support the people, families and other community members impacted by eating disorders; to stop the spread of eating disorders through educational awareness and early detection; and to promote greater acceptance of all body types.

**MEDA is experiencing meaningful growth and is seeking to identify our next Executive Director who can lead the organization, with vision and inspired leadership, on this journey. This includes supporting and implementing a strategic plan.**

Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for MEDA's staff, programs, expansion, and execution of its mission. With deep knowledge in the field of eating disorders, s/he will build upon MEDA's cutting-edge expertise and drive the implementation of MEDA's core programs, operations, and business plans. The candidate will have passion for the treatment and prevention of eating disorders, and be able to convey this passion to the community at large.

### **Specific Responsibilities:**

- Oversee and manage all of MEDA's programs, services and outreach
- Supervise and manage all staff and interns
- Serve as the voice of the organization (press, conferences, etc.)
- Keep current regarding eating disorder research and treatment
- Collaborate with the Board of Directors in development and implementation of strategic plan
- Oversee fundraising and finance efforts
- Build upon relationships with community agencies, organizations, and the general public

**Qualifications:**

- Passionate about eating disorder awareness and treatment.
- Energetic leader with management, presentation and team-building skills, including the ability to create change, motivate, align efforts, and set goals to create a strong sense of common purpose
- Knowledgeable about current and prospective research in the field of eating disorders
- Entrepreneurial with the ability to innovatively grow an organization
- Have at least seven (7) years of management experience, preferably with a non-profit organization
- Successful fundraiser with experience in seeking and asking for individual gifts and grants
- Ability to travel and work flexible hours (nights and weekends)

This is a full-time position. Salary and benefit package will be commensurate with experience.

**To Apply:**

MEDA has formed a dedicated committee to lead this search. Inquiries, nominations, and applications may be directed, in confidence, to the *MEDA Search Committee* at  
**[medasearchcommittee@gmail.com](mailto:medasearchcommittee@gmail.com)**.

No phone calls please.

*MEDA is a non-profit organization dedicated to the prevention and treatment of eating disorders and disordered eating. It is the policy of MEDA to provide equal employment opportunities to all people without regard to sex, age, marital status, race, color, religion, national origin, sexual orientation, gender, or gender identity.*