LEADERSHIP OPPORTUNITY

Executive Director

Multi-Service Eating Disorders Association (MEDA)

> **LOCATION:** Newton, Massachusetts
> **POSITION TYPE:** Full -Time Hybrid
> **REPORTS TO:** Board of Directors
> **SALARY RANGE:** $110,000 – $125,000 (commensurate with experience, plus benefits)

About MEDA

Founded in 1994, the Multi-Service Eating Disorders Association (MEDA) is one of the oldest and most successful eating disorder organizations in the country. Headquartered in Massachusetts, MEDA is dedicated to the prevention and compassionate treatment of eating disorders, providing free educational programs, professional training, and community support. Reaching thousands of individuals and families each year, MEDA serves as an essential first step for those searching for resources, offering outpatient clinical services, support groups, peer supervision, and a national conference in the Boston area. MEDA believes that every body deserves access to compassionate, weight-inclusive care.

Position Summary

MEDA seeks an experienced, compassionate, and strategic Executive Director to lead the organization on its journey of meaningful growth. Reporting to the Board of Directors, the Executive Director holds overall strategic and operational responsibility for MEDA's staff, clinical services, educational programming, financial operations, and external relationships. The ideal candidate balances high-level vision with the practical realities of managing a nonprofit healthcare organization, ensuring that all practices reflect MEDA's mission, weight-inclusive approach, and commitment to equitable access.

Key Responsibilities

- **Organizational & Strategic Leadership:** Provide overall executive leadership by translating MEDA's mission and strategic goals into sustainable operations, fostering a collaborative and inclusive culture.
- **Clinical & Program Oversight:** Provide executive oversight of clinical programs and educational initiatives—including the annual national conference—in collaboration with clinical leadership.
- **Financial & Administrative Operations:** Direct financial performance, annual budgeting, cash flow monitoring, and insurance/credentialing compliance in collaboration with administrative staff and the Board.
- **Staff Leadership & Management:** Supervise and mentor employees, interns, and volunteers, overseeing recruitment, professional development, and human resources compliance.

- **External Relations & Fundraising:** Serve as the primary public voice of the organization, building partnerships with community agencies, managing donor relationships, and supporting fundraising and grant initiatives.
- **Board Relations:** Maintain transparent, regular communication with the Board of Directors, supporting governance and working collaboratively on strategic priorities.

Qualifications

Required Qualifications

- Advanced degree in social work, psychology, counseling, public health, healthcare administration, nonprofit management, or a closely related field.
- At least 7 years of management experience, preferably within a nonprofit, healthcare, or behavioral health organization.
- Demonstrated experience supervising staff, managing operational budgets, and overseeing organizational programs.
- Strong understanding of eating disorders, treatment barriers, weight-inclusive care, and health equity.
- Excellent communication, relationship-building, and risk-assessment skills.
- Ability to work flexible hours, including occasional evenings and weekends as needed.

Preferred Qualifications

- Experience with insurance contracting, provider credentialing, reimbursement, and healthcare compliance.
- Successful fundraising experience, including individual gift cultivation and grant acquisition.
- Established relationships within the eating disorders field or related professional communities.

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**. No phone calls please.

MEDA is an equal opportunity employer providing equal employment opportunities without regard to sex, age, marital status, race, color, religion, national origin, sexual orientation, gender identity or expression, veteran status, or disability status.