



Executive Director

North American Primary Care Research Group (NAPCRG)

Salary Range \$60,000 - \$90,000 annually

NAPCRG is seeking an inspiring, collaborative, and visionary Executive Director to lead the world's premier organization dedicated to advancing primary care research. For more than fifty years, NAPCRG has brought together clinicians, researchers, educators, trainees, patients, and policy leaders committed to improving health through high-quality primary care research. Today, NAPCRG is an internationally recognized community of more than 1,000 members representing over 16 countries.

Position Summary

The Executive Director reports directly to the Board of Directors, serves as the chief executive officer of NAPCRG, and is responsible for providing strategic, operational, organizational, and financial leadership. They serve as the public face of NAPCRG, strengthen partnerships across the international primary care research community, support a highly engaged volunteer network, and ensure that NAPCRG continues to accomplish its mission of advancing primary care research and improving population health.

Working with an engaged Board of Directors, dedicated staff, and committed volunteers, the next Executive Director will provide strategic leadership to strengthen NAPCRG's impact, sustainability, and global influence.

Key Responsibilities

Strategic Leadership

- Lead implementation & refinement of NAPCRG's strategic plan in partnership with the Board of Directors.
- Help shape the future direction of the organization by identifying emerging opportunities to advance primary care research.
- Translate strategic priorities into measurable organizational goals and outcomes.
- Foster innovation while preserving the collaborative culture that defines NAPCRG.

Governance and Organizational Leadership

- Serve as the primary liaison between the Board of Directors and staff.
- Advise the Board on governance best practices and organizational development.
- Lead, supervise, mentor, and support staff, including direct supervision of the Deputy Executive Director.
- Promote an inclusive, collaborative, and mission-driven organizational culture.
- Ensure efficient day-to-day organizational operations.

Financial Stewardship and Resource Development

- Ensure the long-term financial health and sustainability of NAPCRG.
- Develop annual budgets and oversee financial planning and reporting.
- Monitor financial performance and organizational risk.
- Identify and pursue new funding opportunities.
- Develop and implement fundraising and resource strategies that support organizational growth.

Membership, Volunteer Engagement, and Community Building

- Recruit, support, mentor, and recognize volunteer leaders – NAPCRG's greatest strength.
- Empower committees and special interest groups to achieve their goals.
- Foster an inclusive and engaged membership community.
- Strengthen member participation across all career stages.
- Support leadership development within the organization.
- Expand membership engagement and international reach.

Programs and Scientific Meetings

- Oversee the successful planning and execution of NAPCRG's Annual Meeting and other educational and scientific programs.



- Ensure programs align with NAPCRG's strategic priorities and the evolving needs of the primary care research community.
- Promote innovation in programming while maintaining the NAPCRG's high scientific standards.

External Relations and Advocacy

- Serve as the principal ambassador for NAPCRG, representing the organization nationally and internationally.
- Build and strengthen partnerships with academic institutions, professional organizations, funders, and other stakeholders.
- Advocate for the value and impact of primary care research.
- Increase the visibility and influence of NAPCRG worldwide.
- Identify opportunities for collaboration that advance the organization's mission.

Equity, Diversity, and Inclusion

Champion NAPCRG's commitment to accessibility, equity, diversity, inclusion, and belonging by ensuring these principles are reflected throughout the organization's leadership, membership, programs, partnerships, and governance.

Qualifications

The successful candidate will demonstrate a combination of leadership experience, strategic vision, and commitment to our mission and the organization. We welcome applicants from a broad range of educational and professional backgrounds who demonstrate the experience and leadership needed to succeed in this role.

Preferred qualifications include:

- Demonstrated senior leadership experience within a nonprofit, academic, healthcare, or mission-driven organization.
- Experience leading and managing teams and volunteer-led organizations remotely.
- Proven success in strategic planning and organizational development.
- Experience with budgeting, financial oversight, and resource stewardship.
- Experience developing partnerships and working effectively with Boards of Directors.
- Strong communication, relationship-building, and facilitation skills.
- Ability to navigate complexity, ambiguity, organizational change, and competing priorities.
- A collaborative leadership style characterized by integrity, transparency, respect, mentorship, and inclusiveness.
- A genuine commitment to advancing primary care research and improving health through research.
- Knowledge of primary care research and the academic research environment is strongly preferred.

Appointment

The position is anticipated to be between **0.5–0.7 FTE**. Expansion of the appointment may be considered over time, depending on organizational needs, available funding, organizational growth, and mutual interest.

The position requires approximately **25-30 days of travel annually**, including attendance at the NAPCRG Annual Meeting & Board meetings, partner organization meetings, and other events related to NAPCRG's mission and strategic priorities.

This is a fully remote position.

Equal Opportunity

NAPCRG is committed to fostering an inclusive community that values [diversity](#) in all forms. We encourage applications from individuals of all backgrounds who share our commitment to advancing primary care research.

Apply on Indeed: <https://www.indeed.com/job/executive-director-83ddd53b70e1d74a>