

Position Available:
Executive Director, National Capital Poison Center
Washington, DC

The National Capital Poison Center invites medical or clinical toxicologists to apply for the **Executive Director** position. The Center has a regional base, handling about 38,000 human poison exposures from the DC metro area annually, and a national scope through its online poison control project which provides fully-automated, online management of about 130,000 human poison exposures nationally (and internationally). Established in 1980, the Center is an independent 501(c)(3) not-for-profit organization, funded through grants and philanthropy.

The Executive Director provides leadership, direction, innovation, stability and supervision for all Poison Center and project staff to optimize the operations, quality, cohesiveness, efficiency, funding, innovation, and public and professional image of the Center and the online poison control project.

Major responsibilities:

1. Programmatic direction

- a. Provide fiscal, clinical, administrative, IT, and programmatic direction for the Center, including long-range planning and over-arching supervision of all programs to optimize quality and efficiency. Implement and maintain cutting-edge programs and services.
- b. Ensure adequate medical direction of the Center and on-call SPI backup.
- c. Identify and implement technological advancements to enhance quality and efficiency.
- d. Analyze data, identify trends and hazards, prepare reports and lead toxicosurveillance.
- e. Maintain quality improvement programs for Poison Center operations.
- f. Participate in the online poison control project.
- g. Ensure AAPCC accreditation of the Center.

2. Fiscal and administrative responsibilities

- a. Provide administrative direction and supervision for the Center, ensuring that all corporate, fiscal, personnel, accounting, legal, fundraising, insurance, and administrative functions and responsibilities are carried out as required for effective operations and compliance.
- b. Provide leadership, direction and supervision for all Center and project staff. Ensure staff competency and retention and serve as HR point of contact.
- c. Oversee the financial duties and needs of the Center (with assistance of the CFO) including budgeting, reviewing purchases and journal entries, 990 preparation, audits, contracts, banking, and grant reporting and deliverables.
- d. Ensure the financial and administrative viability of the Center. Continue existing fund-raising projects and develop additional strategies.
- e. Ensure compliance with applicable laws, regulations, insurance and grant requirements.

3. Outreach, media, poison prevention and professional education

- a. Supervise and prioritize public education in poison prevention and poison center awareness.
- b. Promote the Center in traditional and social media.
- c. Supervise NCPC-provided health professional educational programs throughout the DC metro area and onsite trainee rotations.
- d. Engage in lobbying activities to raise awareness of the Center among legislators.
- e. Develop partnerships.

Education and/or training required:

- MD degree, board certified in medical toxicology or ABAT-certified PharmD
- Eligible for licensure as a physician or pharmacist in DC, MD and VA.
- Prior experience directing a poison control center preferred.

The Center has an agreement with The George Washington University for human resources and payroll support. Employment for this position is through GWU, with ultimate reporting to the Board of Directors of the National Capital Poison Center. This position is onsite in Washington, DC.

Interested applicants should forward a detailed cv to Toby Litovitz, MD (toby@poison.org), or email with questions. Applicants may also apply online or view a more detailed job posting [here](#).