



## Director of Programming & Operations (Part-Time)

### About the Organization

The **Capital Area Dental Foundation (CADF)** has been connecting Central Texas to healthy smiles for nearly 20 years. CADF has transformed lives by connecting dental volunteers with members of our community who need essential oral health care. As the charitable arm of the Capital Area Dental Society, CADF is on a mission to expand access to oral health care while providing volunteers meaningful opportunities to give back to the community!

---

### About the Role

CADF is seeking a thoughtful, highly organized, and mission-driven **Director of Programming & Operations** to lead the execution of our programs and the day-to-day operations that support them.

This part-time leadership role is central to the organization's success—ensuring that programs run smoothly, systems are well-managed, and patients, volunteers, and partners are supported with professionalism and care. The role works in close collaboration with the Director of Development & Creative Strategy to align programming, operations, and communications.

The ideal candidate brings both operational strength and a strong understanding of the dental field, along with a deep respect for patient care and confidentiality.

---

### Key Responsibilities

#### Programming & Community Impact

- Plan and execute Community Dental Days and other charitable programs
- Support and administer the Access to Care Committee
- Coordinate and steward relationships with volunteers and clinical partners
- Oversee all event logistics, including registration, supplies, meals, and on-site flow
- Respond to patient inquiries with clarity, empathy, and professionalism

#### Program Operations & Administration

- Serve as programs liaison to CADF's bookkeeper to support:
  - Accounts payable (contractors, vendors)
  - Accounts receivable (donations, sponsorships, events)
  - Review and follow-up on monthly financial reports
- Manage recurring programs expenses, renew services, and maintain updated financial information
- Provide administrative support including scheduling, vendor coordination, and internal organization
- Ensure compliance with nonprofit/programs regulations and patient privacy standards

## Organizational Coordination

- Collaborate closely with the Director of Development & Creative Strategy on impact reporting and communications alignment
  - Develop and monitor an annual programs budget in alignment with organizational goals
  - Organize and maintain programming materials in CADF's Google Drive and internal systems to ensure clarity and accessibility
- 

## Ideal Candidate

- Experience in the dental field, including familiarity with dental office operations and workflows
  - Working knowledge of HIPAA compliance, patient privacy standards, and best practices in dental patient care
  - Highly organized with strong attention to detail and follow-through
  - Able to manage multiple projects and priorities with efficiency and care
  - Strong interpersonal and communication skills, with a warm and professional approach
  - Self-directed, proactive, and comfortable in a small, collaborative team environment
  - Experience in nonprofit operations, program management, or event coordination preferred
  - Passion for increasing access to care and serving the community
  - Proficiency in Spanish
- 

## Hours & Compensation

- **Part-time/Hybrid:** Approximately 15 hours per week
  - **Compensation:** \$2,400/month
- 

## How To Apply

Please send a Cover Letter, Resume, and three (3) Professional References to Amy Martinez at [amy@capitalareadentalfoundation.org](mailto:amy@capitalareadentalfoundation.org). Please do not contact CADF Board Members directly.