

AMERICAN COLLEGE OF EMERGENCY PHYSICIANS
Executive Director
Position Description

THE CLIENT

The American College of Emergency Physicians (ACEP) is the nation's leading professional body for emergency physicians and sets standards for emergency medical care. Founded in 1968, ACEP's mission is to promote the highest quality of emergency care and be the leading advocate for emergency physicians, their patients, and the public. It is the nation's largest, oldest, and most influential organization in emergency medicine with over 36,000 emergency physician members. As an individual professional membership medical specialty society, ACEP is dedicated to supporting quality emergency medical care and to promoting the interests of emergency physicians. It is the home community for career fulfillment and professional identity for every emergency physician, emergency medicine resident and medical student.

ACEP is headquartered in Irving, Texas, with 133 staff at its headquarters (working a hybrid schedule), and has an office in Washington, DC, with 10 staff. ACEP has affiliated chapters in all 50 states, the District of Columbia, Puerto Rico, and the military services. Regardless of personal residence, the successful candidate will be required to spend significant time working from ACEP's Texas office on a weekly basis.

SUMMARY

ACEP is seeking an accomplished and adept Executive Director ("ED") to lead the organization and advance its mission. Reporting to the Board of Directors ("the Board"), the Executive Director will work in close collaboration with the Board, senior staff, and stakeholders to enhance ACEP's influence, operational excellence, and value to its members and the profession. This role is an opportunity for a dynamic leader with demonstrated success in organizational management to help shape the team and bring to life the goals and strategies established by the Board. The ED will be responsible for steering a complex, mission-driven organization to deliver exceptional value to its members, overseeing a talented team, managing complex budgets, supporting ACEP's policy and public health agendas, and ensuring the ongoing development and delivery of high-impact educational programs and resources.

PRIMARY RESPONSIBILITIES

The key duties and responsibilities of the Executive Director role include, but are not limited to, the following core functions and tasks:

Strategy: Works closely with the Board to understand its strategic imperatives and undertakes initiatives to execute against those imperatives and achieve established goals and objectives. In conjunction with the Board of Directors, articulates and executes a clear future path for ACEP. Actively assists the Board of Directors in identifying key emerging issues and implementing future direction as established by the Board.

Governance: Engages and works in collaboration with the Board of Directors on matters of governance, mission and vision. Supports the President, other officers, committees, and volunteers in the execution of their assigned responsibilities. Maintains awareness of governance, legal and financial reporting requirements for the College and provides guidance to the Board. Ensures the organization's fiscal health, legal integrity, and compliance with applicable laws. Develops, implements, and is accountable

to the Board for the College's annual budget and operating plan. Actively participates in meetings of the Board of Directors and its Executive Committee. Serves as the Secretary of the Council.

Leadership: Communicates a clear, consistent vision and motivates others to support the goals and objectives of the College. Attracts, hires, leads and develops a diverse staff to carry out the College's mission, inspiring and empowering them in their roles. Creates a positive work environment with opportunities for professional growth, advancement and career development within the College. Cultivates collaboration and fosters a culture of integrity, teamwork, transparency and results within a hybrid work environment. Embraces and leads change management to facilitate continuous process improvement of all facets of the College and its staff. Openly welcomes feedback from staff and other stakeholders.

Management: Directs the operational activities of the College ensuring that the organization is capably staffed and effectively organized to meet or exceed established goals. Drives the annual budgeting process and manages the College's fiduciary responsibilities and oversees its financial performance accordingly. Champions diversity and holds staff leaders accountable to maintain a diverse and inclusive environment. Delivers regular, transparent and comprehensive communication to the Board regarding the performance and financial well-being of the College. Oversees the work of the College's Committees, Sections, Council, and other teams through the work of the staff or directly, if required. Develops and implements initiatives to increase the College's brand awareness.

External: In conjunction and coordination with the Board and officers of the College, represents ACEP to key stakeholders to build the College's public image and that of its membership. Participates in the advocacy and public relations activities of the College. Remains up-to-date on events/decisions/rulings that may impact the profession and proactively prepares the College and its members to address anticipated opportunities, issues or challenges.

Travel: The Executive Director role requires regular travel to business meetings, conferences and other gatherings on a monthly basis.

QUALIFICATIONS

Fully-qualified candidates will have the highest level of integrity along with a set of values that mirror those of ACEP. Specific qualifications include:

Background/Experience

- Bachelor's level degree required, advanced degree preferred
- Proven track record of success in leading and managing all facets of a large, complex organization with over 100 employees, preferably in the medical or healthcare space
- Hands-on experience in effectively managing all aspects of an organization's financial planning, analysis and results against established goals and objectives - well-versed in financial reporting for both compliance and management purposes
- Proven success in effectively partnering/collaborating with a Board of Directors in the implementation/execution of Board designated strategies
- Demonstrated track record of success in achieving continuous improvement and innovation. Understanding of, and success in, driving organizational change
- Success in motivating and mobilizing diverse resources (including professional staff and volunteers) while supporting them with the resources necessary to achieve their objectives
- Experience in engaging and working effectively with government officials, heads of organizations, and the news media

Personal Characteristics/Capabilities

- High degree of personal professionalism with the ability to effectively manage productive relationships at all levels of an organization
- Ability to articulate ACEP's vision, mission, and goals in a way that motivates and inspires diverse stakeholders
- Possesses the force of character, humility, insight, talent and cultural competence to lead a large multi-faceted organization. A high degree of emotional intelligence marked by strong self-awareness, empathy and the ability to relate to others. Able to remain flexible and adjust accordingly when necessary
- Quantitative aptitude and competence to effectively manage the financial management responsibilities of the ED role
- Knowledgeable in, or sincere desire to become knowledgeable in, the broad issues facing health care in general, and the specialty of emergency medicine in particular
- The ability to work collaboratively with the Board and the executive leadership team and to effectively engage the Executive Committee, the Board and Senior Staff in a multi-faceted relationship which shares responsibility for solving organizational challenges
- Demonstrated aptitude for a complex leadership role with the ability to provide effective functional leadership and management to all aspects of the College's operations. Ability to recruit, lead, empower and develop a high-performing team with clear accountability.
- Tolerance for, and ability to manage, both risk and ambiguity
- Effective oral and written communication skills, including the ability to effectively communicate with diverse stakeholder groups, both internally and externally. Strong presentation skills.
- A humble servant leader with a commitment to member service

CONTACT INFORMATION

Individuals interested in applying for the position should submit an application by January 31st, including a succinct, one-page letter of interest highlighting key qualifications and fit for the role as well as a current resume/curriculum vitae.

Those interested in recommending a colleague for the Executive Director role should submit the individual's name and contact information along with a brief note regarding the individual's potential fit for the role.

All application materials and referrals should be sent to Glenn Krauser of Human Capital Advisors at glenn@humancapitaladvisors.com. Submissions will be reviewed and candidates contacted regarding possible next steps in the process.

Search conducted by:

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