

# STERLING | MARTIN

a s s o c i a t e s

## *Executive Search*



## *Executive Director*

### **Client Overview**

The American Health Information Management Association (AHIMA) has retained Sterling Martin Associates to search for **Executive Director** of the [AHIMA Foundation](#). The position is based in Chicago, IL at AHIMA's headquarters.

AHIMA is the premier association of health information management (HIM) professionals. AHIMA represents more than 103,000 health information professionals. AHIMA is committed to advancing the HIM profession in an increasingly electronic and global environment through leadership in advocacy, education, certification, and lifelong learning. AHIMA is recognized as the premier source of "HIM knowledge," the respected authority for rigorous professional certification, and one of the industry's most active and influential advocates in Congress. For more information about AHIMA, visit [www.ahima.org](http://www.ahima.org).

The AHIMA Foundation improves health information management (HIM) by supporting the people, research, and resources that advance the HIM profession. Through scholarships and grants, for HIM students, professional education and advancement programs, research, and a comprehensive HIM resource library, the AHIMA Foundation takes the lead in advancing the HIM industry. The Foundation realizes its mission by focusing its efforts on programs and initiatives that reflect the following priorities: (1) analyze and initiate research to improve HIM practices and advance the profession; (2) create and provide leadership through the development of competency-based education and workforce initiatives; (3) provide scholarship to support to those who excel in the HIM field; and (4) grow and strengthen the Foundation so that it can continue to advance all areas of HIM.

The Foundation is governed by a 12-member Board of Directors, and four staff members serve the organization from AHIMA's Chicago headquarters. For more information about the AHIMA Foundation, visit [www.ahimafoundation.org](http://www.ahimafoundation.org).

## **Executive Director**

The Executive Director of the AHIMA Foundation is seeking a transformative leader and visionary who will provide leadership and management for the Foundation and invigorate the activities supporting the Foundation's mission. Serving as the managerial strategic partner with the Foundation Board of Directors, the Executive Director is charged with creating and cultivating sustainable funding vehicles that support the Foundation's programmatic agenda. Exhibiting leadership based upon significant experience, the Executive Director understands the Foundation's relationships and funding sufficiently to be able to relate effectively with staff, partners, and funders with energy and diplomacy.

The Executive Director reports to AHIMA's Chief Executive Officer and has a close working relationship with the Foundation Board of Directors.

## **Specific Duties & Responsibilities**

Working with the Foundation Board of Directors and reporting to the AHIMA Chief Executive Officer, the Executive Director functions with a high level of autonomy in carrying out the obligations of the role and responsibilities for the growth of the Foundation's programs. Specifically, the Executive Director is responsible for the following duties and activities:

- Providing strategic leadership and managing the direction, planning, and execution of activities for the Foundation.
- Collaborating with the Foundation Board of Directors to assure that goals are in alignment with the mission of the Foundation.
- Providing ongoing support and communications to the Foundation Board of Directors.
- Achieving the strategic priorities and annual financial goals through fundraising initiatives, which may include annual giving, major gifts, special events and campaigns, grants, and planned giving.
- Overseeing the development of a robust advocacy and research programmatic agenda in support of the Foundation's mission.
- Assisting in fundraising activities, including cultivation of prospects, coordinating donor recognition and stewardship, and other initiatives to increase philanthropic support.
- Representing the Foundation to key constituency groups supportive of the Foundation, including developing and building relationships with individual and corporate donors, government agencies, AHIMA component state associations, AHIMA members, and other related stakeholders to support and sustain the mission of the Foundation.
- Providing strategic direction and management oversight to AHIMA Foundation's public relations, marketing, and communication business unit related to such integral

Foundation products as the AHIMA Foundation's Annual Report, the Foundation's 508-certified Web presence, and all print communications disseminating the Foundation's work and mission.

## **Ideal Background & Experience | Qualities & Characteristics**

Qualified candidates for the position will be experienced professionals with deep experience leading an organization of the AHIMA Foundation's size and scope. Specific qualifications, characteristics, and experience include:

- Bachelor's degree required; advanced degree preferred.
- Seven to ten year+ plus track record with proven successful experience managing and executing philanthropic activities.
- Experience working at an executive level for a philanthropic nonprofit organization required. Experience in a healthcare organization with additional experience with state or federal government or a think tank highly desirable.
- Experience working with a governing board and deep understanding of philanthropic nonprofit board governance.
- Experience leading an affiliate of a larger organization a plus.
- Demonstrated track record of success in fundraising, including developing fundraising initiatives, major gifts, planned giving, cultivating donor relationships, managing projects, research and evaluation projects, obtaining grant funding, managing budgets, and coordination of volunteers.
- Understanding of public policy.
- Excellent communication skills, both written and verbal.
- Experience and comfort making presentations.
- Excellent interpersonal skills.
- Demonstrated collaboration skills.
- Evidence of organization skills.
- Demonstrated decision-making skills.
- Superior problem-solving skills.
- Ability to manage multiple projects, priorities, and agendas.
- Experience with project management and marketing.
- Maturity and acumen to interact with senior leaders, both within AHIMA and in external organizations as well.
- An established network of other foundation professionals a plus.

## Compensation

AHIMA offers a competitive compensation and comprehensive benefits package. The organization also offers stimulating work and professional development opportunities.

To apply, please send a cover letter and current résumé (Microsoft Word® format preferred) to [ahimafdn@smartinsearch.com](mailto:ahimafdn@smartinsearch.com). A well-crafted cover letter outlining how your background and experience relate to the position is considered an important part of the candidate review process. All applications will be acknowledged.

*AHIMA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, race, color, religious creed, national origin, age, sexual orientation, gender identity, physical or mental disability, and/or protected veteran status.*

**For more information, please contact:**

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