

# STERLING | MARTIN

associates

## Executive Search



## Executive Director

### Client Overview

[The Society for Healthcare Epidemiology of America](#) (SHEA), located in Arlington, VA, is conducting a search for a new Executive Director. SHEA has helped define best practices in healthcare epidemiology worldwide since its founding in 1980. The organization has a revenue budget in the \$4 million range and a staff of 8. Sterling Martin Associates has been retained to assist with this search.

SHEA is a nonprofit health and scientific association that improves public health by establishing infection prevention and antibiotic stewardship measures among healthcare providers. They do this by educating the next generation of leaders in their field, leading research studies, translating research into clinical practice, developing smart policy, promoting antibiotic stewardship, and advancing the field of healthcare epidemiology. SHEA's members are researchers and practitioners who implement standards and improve outcomes. Together, they are all advocates for building a safer, healthier future for all.

SHEA's expertise is sought by healthcare regulatory and accrediting agencies and its scientific voice guides decision-making bodies in developing rational, effective, and cost-conscious public policies. For more information, please visit [www.shea-online.org](http://www.shea-online.org).

### Executive Director

Reporting to SHEA's Board of Trustees, the Executive Director is responsible for implementing the strategic initiatives and policy decisions of the Board as well as efficiently and effectively running the day-to-day operations of the Society. The Executive Director provides overall guidance, leadership and management of the Society's operations and supports the Society's elected volunteer leadership. The

ability to build and sustain collaborative internal and external relationships, as well as ensuring program and goal achievement, are critical to the success of the Society. As a strong leader, manager and mentor, the Executive Director manages the staff members who oversee Policy and Strategic Initiatives, Education, Member Services and Communications, Research and Practice.

## Essential Duties and Responsibilities

- At the direction of the Board, implement the strategic plan insuring goals and objectives are met and new opportunities are identified.
- Support SHEA leadership in building and maintaining a vital committee structure and task forces. Serve as staff liaison to various committees and task forces.
- Foster communication between the SHEA Board and the Society's committees to ensure appropriate and timely reporting and decision-making.
- Oversee the development and successful implementation of SHEA's Public Policy agenda.
- Oversee all aspects of SHEA's annual fall and spring meetings, including contract negotiations on facilities, hotels, vendors, and related.
- Identify and recommend future meeting destinations based on economic, member, and demographic trends.
- Ensure accreditation status is current through the Accreditation Council for Continuing Medical Education (ACCME) and state accrediting agencies, as well as other agencies as appropriate.
- Provide strategic direction and guidance on membership recruitment and retention, including creating new programs to enhance member value proposition as it relates to the Society's strategic goals. Identify potential strategic partnerships or collaborative relationships that will raise the profile of SHEA and its members on issues that affect infection prevention, healthcare epidemiology and antibiotic stewardship for infectious diseases physicians, other healthcare workers and their patients. Maintain important strategic collaborative relationships.
- Oversee the content and operations of *SHEANews*, the website, and other written and electronic materials and publications.
- Develop and execute short and long-term fundraising initiatives, program priorities and activities. Identify and report key results to the leadership.
- Reach, and when possible exceed, Foundation fundraising goals.
- Develop and manage the Society's annual operating budget. Prepare quarterly financial reports for Board review.
- Manage, guide, mentor and empower SHEA staff.
- Develop and implement the Society's organizational and administrative policies and procedures.

## Requisite Qualifications, Characteristics, and Experience

Bachelor's degree is required; an advanced degree is preferred. Senior management experience in a professional society or association with experience in the areas of educational programming and

meetings, membership development, fundraising, public policy and advocacy, and/or board governance/support is required. Experience with a healthcare, scientific, engineering or medical society is a strong plus. Must be a strategic leader with a proven ability to develop and execute successful plans that positively affect the Society's bottom line. Must be able to build and foster positive, collaborative relationships with all stakeholders including volunteer leadership, Society staff and external organizations. Must be an effective oral and written communicator and able to give presentations to a diverse range of audiences. Negotiation, conflict resolution, problem-solving and strategic thinking skills are essential, as are strong financial management and budgeting skills.

## Compensation

A competitive compensation package will be offered to attract an outstanding candidate.

To apply, please send a cover letter and current résumé (Microsoft Word® format preferred) to [shea@smartinsearch.com](mailto:shea@smartinsearch.com). A well-written cover letter, outlining how your experience fits the requirements of the position, will be an important factor in considering your candidacy.

*SHEA is an equal opportunity / affirmative action employer committed to inclusion and cultural diversity in the workplace. Employment selection and related decisions are made without regard to sex, race, color, age, disability, religion, national origin, sexual preference, genetic information or any other protected class.*

### For more information, contact:

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