



Executive Search



Executive Director

The Opportunity

The Obesity Medicine Association (OMA), located in the Denver area, is conducting a search for its Executive Director. OMA is a membership association that educates healthcare professionals in the growing field of clinical obesity medicine. OMA's Executive Director will report to the association's Board of Trustees and lead a vibrant, active organization that represents a rapidly growing and evolving profession.

OMA: An Overview

OMA provides resources, education, and community to physicians, nurse practitioners, physician assistants, and other healthcare professionals in the field of obesity medicine. It has a staff of 14 and a \$4.9M operating budget.

About OMA's Members

OMA is the largest clinical obesity organization in the U.S., with more than 3,000 physicians, nurse practitioners, physician assistants, and other healthcare professionals dedicated to preventing, treating, and reversing the disease of obesity.

About OMA's Work

OMA members take a comprehensive, evidence-based approach to treating obesity. This approach is comprised of nutrition, physical activity, behavior, and medication—OMA's four pillars. OMA provides a range of programs and services in support of its members' work:

- **Member resources:** OMA equips its members with resources to help them deliver evidence-based obesity treatments, provide optimal patient care, and build rewarding careers in obesity medicine. The association fosters collaborative relationships and promotes the sharing of information to enrich the learning experience.
- **Education:** The association offers unique, accredited educational opportunities on topics related to the clinical treatment of obesity and the practice of obesity medicine. Educational resources span all levels, for those looking for ways to treat obesity more effectively in primary care to those practicing obesity medicine on a full-time basis.
- **Advocacy:** OMA supports state and national advocacy efforts to increase access to and coverage of obesity treatment services. The association belongs to the Obesity Care Continuum and the Obesity Care Advocacy Network, holds a seat in the American Medical Association (AMA) House of Delegates, and hosts an Obesity Caucus biannually at AMA meetings.

Structure of OMA

OMA is governed by a 12-to-15-member Board of Trustees (the Board), and the essential work of the organization is conducted through committees covering a wide range of subject matter areas and topics.

Executive Director Role and Responsibilities

Reporting to the Board, the Executive Director (ED) is responsible for the overall strategic leadership of OMA: managing day-to-day activities of the organization; providing strategic leadership of all programs, services and resources; executing the objectives of the Strategic Plan, as approved by the Board; and overseeing the OMA professional staff. As the day-to-day face of OMA, the ED plays a key external role representing the organization's interests with related societies and partners. The ED provides financial and operational management, oversees current programs and services, and helps identify and open new streams of revenue.

In cooperation with the Board, the ED will work to expand OMA's visibility with external audiences, while responding to developing issues that affect the delivery of obesity medicine. The ED will have an understanding of the challenges likely to be faced as OMA executes new and expanded initiatives, and s/he will have the vision and creativity to help find solutions to those challenges.

The ED will be an excellent communicator and relationship-builder, with strong leadership skills. S/he will be responsible for promoting a dynamic, efficient organizational culture that embraces growth, ensures accountability, and maintains OMA's long tradition of transparency and integrity.

Critical Competencies for Success

Outreach and Member Relations

- Monitoring the relationship between OMA and its members and maximizing OMA's value proposition to its members.
- Serving as the dynamic and recognized internal and external face of OMA.
- Maintaining regular contact with OMA's financial supporters, other associations, public service organizations, and commercial companies to help grow the field of obesity medicine.
- Overseeing OMA's messaging, especially where the organization's accomplishments and values are concerned.
- Ensuring that partnerships with other organizations, medical societies, and patient advocacy groups remain strong and vibrant.
- Maintaining advocacy efforts, as directed by the Board of Trustees.

Executive Administration, Management, and Staff Relations

- Establishing routine administrative policies and procedures for OMA's day-to-day operations.
- Overseeing all aspects of administration of OMA's office, personnel, and finances.
- Managing OMA's finances, including the annual budget and long-range forecasts for both revenue and expenses.
- Developing and supervising an effective financial portfolio program to meet organizational goals as established by the Board.
- Ensuring that appropriate policies and procedures are in effect and that timely communications exist between the Board of Trustees, staff, and membership.

- Monitoring and recommending modification to the staff organization, as required, to improve efficiencies and utilization of resources.

Board Relations

- Providing administrative support as necessary for Board-approved projects, including ensuring that the Board portal (boardpaq) is kept up-to-date.
- Conducting research in order to provide the Board with the necessary information for policy-making purposes.
- Working in partnership with the Executive Committee and Board by participating actively in all Board and Executive Committee meetings and calls.
- Partnering with the Executive Committee to help plan their terms of office and set agendas, oversee minutes, and follow up on action items.
- Planning and coordinating meetings of the Board in close cooperation with the Board President.
- Working with the Board of Trustees and OMA staff on recruiting volunteers for committee and leadership service.
- Providing an open line of communication to the Board and keeping the Board informed of issues affecting OMA.
- Providing administrative support and acting as a staff advisor to all committees (those required by the bylaws and those established by the Board of Trustees).

Education, Programs, and Conferences

- Ensuring that conferences, seminars, and educational offerings remain of the highest quality.
- Ensuring that all OMA programs remain relevant to the membership and the field of obesity medicine.
- Ensuring that all OMA printed, electronic, and other communications continue to represent the highest quality and are published and distributed in a timely manner.

Professional Qualifications and Personal Qualities

The ideal candidate will be an experienced executive with business and financial acumen, someone who can identify new revenue opportunities, monitor and control expenditures, represent OMA to the external community, lead a staff team to success, and successfully manage a growing organization in a changing healthcare environment. All qualified candidates will be expected to present the following:

- Experience in the healthcare arena strongly preferred.
- A minimum of five years' previous organizational leadership experience at either the CEO, Executive Director, or other senior leadership level.
- Master's degree highly desired.
- Certified Association Executive (CAE) designation a plus.
- Strong business and financial acumen.
- Experience working with a volunteer-driven organization as either a staff member or volunteer is desirable.

- Experience working with a governing board on strategy and implementation.
- Demonstrated ability to plan strategically and think tactically.
- Experience guiding an organization through a growth period, with a focus on ensuring sustainability and quality.
- Demonstrated understanding of governance issues, including board management and dynamics.
- Experience growing membership, including cultivation of new members and retention and stewardship of existing members.
- Experience building coalitions and strategic partnerships.
- Superior interpersonal and communication skills.
- Previous oversight of budgeting and financial management of an organization of OMA's size and scope.
- Ability to set priorities, delegate responsibilities, and mentor, motivate, and develop a senior-level staff.
- A creative and entrepreneurial spirit and orientation.
- A charismatic nature and personality.
- Calmness and determination to move OMA forward.
- Integrity and commitment to the highest standards of operations.

Compensation

OMA offers a competitive compensation package to attract the right candidate. The organization offers stimulating work and professional development opportunities. OMA also provides employees with a comprehensive benefits package.

To Apply

To apply, please send a cover letter and current résumé (Microsoft Word® format preferred) to OMA@smartinsearch.com. The cover letter should outline how your experience fits the requirements of the position as this will be an important factor in considering your candidacy.

OMA is an equal opportunity 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.

Additional Information

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