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Executive Search



AMERICAN BOARD OF
FOOT AND ANKLE SURGERY®

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Program Manager – Continuous Certification

The Opportunity

The American Board of Foot and Ankle Surgery (ABFAS), located in San Francisco, CA, is conducting a search for its Program Manager-Continuous Certification. This position can be based either virtually anywhere in the U.S. or work from the San Francisco offices. Founded in 1975, ABFAS works to protect and improve the health and welfare of the public by advancing the art and science of podiatric (foot and ankle) surgery. ABFAS facilitates the board certification process, from preparing and supporting candidates for certification to helping members maintain their certification. It has a staff of about 20 and a \$6.8M operating budget.

The Program Manager-Continuous Certification will report to the Director of Governance and Credentialing and will be responsible for the new ABFAS Continuous Certification Process, a continual learning component that measures ABFAS-certified foot and ankle (podiatric) surgeons' knowledge and judgment continuously throughout their careers.

Program Manager-Continuous Certification Responsibilities

This new program represents a change from the high-stakes examination that ABFAS has required its Diplomates to pass every 10 years. Transitioning to a continuous evaluation model better reflects ABFAS' goal of ensuring that its Diplomates maintain the knowledge, judgement, and skills necessary to protect public health throughout their careers.

The Program Manager-Continuous Certification will oversee the successful design, planning, implementation, rollout, and ongoing management of the continuous certification process. In order to be successful in this role, the Program Manager must manage all aspects of the program lifecycle and must be comfortable coordinating the work of senior-level managers, directors, ABFAS Diplomates, and other team members. In addition, the Program Manager-Continuous Certification will support the work of the Examinations Preparation Task Force, a group that focuses on developing board preparation materials for ABFAS qualification and certification candidates.

More specifically, the Program Manager-Continuous Certification will:

- Oversee the operations of the ABFAS Continuous Certification program and ensure goals and objectives are met.
- Lead program teams and facilitate communication among the functional representatives of the various units; includes directing the work assigned to various units, reviewing project plans, determining future activities, and identifying challenges, risks, and resource needs.
- Facilitate regular meetings with senior-level management, directors, and other critical team members to report on the project's progress and reach critical policy and business decisions. Engage with stakeholders to resolve escalated concerns.
- Prepare reports, as needed, for ABFAS Board of Directors and other meetings.
- Work with marketing/communications staff and the ABFAS psychometrician to help promote ABFAS Continuous Certification.
- Solicit feedback that can be used to help facilitate future program enhancements.
- Manage the relationship with the certification software vendor.

- Support the work of the Examinations Preparation Task Force, ensuring that ABFAS board preparation materials are high quality, meet candidates' needs, and adhere to National Commission for Certifying Agencies standards.

Note: This description is intended to give a general overview of the position. It is not an exhaustive list of duties and responsibilities.

Professional Qualifications and Personal Qualities

- A bachelor's degree in business administration, education, educational measurement, health policy, public policy, healthcare management, public health, public administration, health economics, or a relevant discipline.
- Three to five years of project and/or program management experience, including experience capturing business requirements for new projects still in their design phases, leading cross-functional teams, facilitating meetings, and guiding groups toward consensus. Project Management Professional (PMP) certification or recognized equivalent desired.
- One or more years of experience in conducting evaluation studies, testing, or educational measurement.
- Excellent communications skills, including public speaking, writing, and communicating with senior staff, volunteer leadership, members, and external organizations. A demonstrated ability to present to a Board of Directors and/or senior management team, as well as at professional conferences.
- An independent self-starter with exceptional organizational skills and attention to detail.
- Exemplary interpersonal skills that translate into positive relationships with colleagues and stakeholders. A commitment to working in a team environment.
- Superior problem solving and analytical skills, with the ability to quickly establish credibility with a new team and be seen as a strategic and technical expert.
- Experience with Microsoft Teams/Outlook and knowledge of customer relationship management (CRM) and/or association management systems (AMS). Able to quickly learn and adopt new technologies.

Compensation and Benefits

In addition to a competitive salary, ABFAS offers comprehensive benefits, including medical, dental, vision, and life insurance that is 100% paid for the employee; a 401(k) with employer match; and an annual "profit sharing" contribution.

The ABFAS team is results-oriented and mission-driven, and its members enjoy working together in a positive, collaborative atmosphere. Staff members value work-life balance, including following a 35-hour work week.

ABFAS is open to remote work arrangements and highly qualified candidates can live anywhere in the U.S. The organization does routinely hold staff team and Board meetings in the San Francisco headquarters, necessitating travel to the area.

To Apply

To apply, please send a cover letter and current résumé (Microsoft Word® format preferred) to PMabfas@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.

ABFAS 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.

Additional Information

For more information, contact:

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