

EXECUTIVE SEARCH



EXECUTIVE DIRECTOR

SEARCH CONDUCTED BY

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a s s o c i a t e s

THE OPPORTUNITY

The American Psychiatric Association (APA) Foundation, based in Washington, DC, is conducting a search for a new Executive Director (ED). As the charitable foundation of the American Psychiatric Association (APA), the Foundation raises awareness and overcomes barriers; invests in the future leaders of psychiatry; supports research and training to improve mental health care; and leads partnerships to address public challenges in mental health.

The APA Foundation ED works with the Chair of the Board, the Board, and staff to provide leadership, vision, and execution on the delivery of programs, fundraising, and fellowships on behalf of its sole member, APA. The ED will raise the visibility of the Foundation and enhance its already strong programmatic work. In addition, the ED will increase the funding and participation support for the Foundation from members of APA, corporations, foundations, the public, and other individuals.

APA FOUNDATION: AN OVERVIEW

The APA Foundation's community-based programs, fellowships, awards, and grants aim to address critical mental health needs and direct resources where they are needed most. All of the Foundation's initiatives focus on one goal: A mentally healthy nation for all.

The APA Foundation supports programs focused on schools, workplaces, the justice system, and the community. It also provides a number of resources directly to psychiatrists, including:

- grants, fellowships, and awards that foster leadership and diversity in the field
- clinical training to help develop specialized skills
- funding for research training
- library and historical archives

The Foundation has a staff of 14 and a budget in the \$6.5M range. It is led by a Board of Directors that includes three ex officio members from APA's Board (its current Treasurer, Immediate Past President, and President-Elect). This position is based in the Washington, DC area.

THE EXECUTIVE DIRECTOR ROLE

Fundraising

- Fundraise and expand resources to support the Foundation's mission
- implement latest trends in generating revenue to advance an organization's mission

- Develop and sustain a diverse funding base including corporate, foundation, federal and individual giving
- Report on fundraising results using technology and real-time data capture with access to dashboards and fundraising metrics of greatest importance to the success of the Foundation

Strategy and Governance

- Review the current strategic plan/direction and recommend any changes to the Foundation Board Chair and Board for consideration and approval to achieve long-term Foundation success and execute approved strategies to the fullest
- Ensure the Board Chair and Board are kept fully informed on the condition of the organization and all important factors influencing it
- Provide leadership in developing programmatic, organizational, and financial plans with the Foundation Board Chair's review and support
- Carry out plans and policies authorized by the Board

Communication and Outreach

- Increase national visibility of the APA Foundation and the valuable work in which it is engaged
- Grow general awareness and fund size to ensure the achievement of the Foundation's long-term vision
- Establish sound working relationships and cooperative arrangements with partner organizations, individual donors, and corporate funders
- Serve as the primary spokesperson to constituents, the media, and the general public
- Work closely with APA administration to ensure effective marketing, public and community relations, and communication efforts

Program Direction and Partner Relations

Provide oversight of programmatic activities and ensure implementation of evaluation measures:

- Public Education Programs
 - Develop and foster strategic partner relationships to advance school, justice, workplace and faith initiatives
 - Provide strategic direction on expansion of programs, revenue generation, and grant opportunities.
- External grant programs
 - increase the awareness of the field of Psychiatry through community focused grant programs and awards
- APAF Fellowship and Medical Student programs (8 fellowship programs with approximately 160 Fellows: one federally funded, 7 funded by APAF)
 - Maintain an excellent working relationship with the Substance Abuse and Mental Health Services Administration (SAMHSA) program office
 - Grow and enhance opportunities for fellows and medical students on a consistent basis
 - Establish metrics for the program and ensure program meets or exceeds those metrics

- Library and Archives
 - Increase data management and digitization of archival collection

Administration and Operations

- Recruit and develop an effective Foundation administration/staff team
- Ensure that appropriate provisions for succession are in place
- Maintain a climate that attracts, retains, and motivates a diverse staff and volunteer team
- Work with the program staff, finance staff, and the Board in preparing an annual budget, and ensure that the Foundation operates within those guidelines
- Perform other duties as assigned

CANDIDATE PROFILE

Required Skills, Experience, and Qualifications

- Master's degree in a related field preferred. 10-15 years of senior management experience. Experience as an Executive Director preferred.
- Demonstrated fundraising expertise, including strong knowledge of fundraising strategies, the importance of donor relations, and fundraising history
- Experience scaling an organization and working with large corporations and their CEOs
- An engaging, proven public speaker with strong written communication skills
- Ability to gather, analyze, present, and act on detailed financial data related to the overall health and wellbeing of an organization
- An aggressive growth mindset, a collaborative work style, and successful team-building skills
- Ability to communicate with a broad range of people with a diverse cultural mix, from consumers to government representatives
- A forward-focused mindset, with the ability to build a sense of shared purpose and commitment in others
- Ability to network outside and inside the organization and build positive strategic relationships with key individuals and groups
- Ability to address problems and challenges, moving beyond the standard methods and solutions, to keep the APA Foundation ahead of the curve
- Experience managing an organization's financial performance and understanding key financial indicators
- Ability to act ethically to safeguard confidential information and adhere to the APA Foundation mission and core values

Physical Demands

- Normal demands associated with an office environment
- Able to work on a computer for prolonged periods
- Able to communicate with individuals by telephone, e-mail, Microsoft Office, video conference, and in face-to-face interactions
- Able to travel a moderate (up to 30%) amount (both weekdays and weekends)

COMPENSATION

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

TO APPLY

Apply Now on Our Client Portal

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.

The APA Foundation 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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