

EXECUTIVE SEARCH



Executive Director

SEARCH CONDUCTED BY

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The Opportunity

The American Society for Metabolic and Bariatric Surgery (ASMBS) is launching a national search for an Executive Director (ED) who will guide the Society to new accomplishments in pursuit of its mission. Reporting to Executive Council, which is overseen by the President of the Executive Council (Board), this is an opportunity to play a principal role in leading the premier society of surgeons and integrated health professionals who work within the metabolic and bariatric surgical specialties and care for patients with severe obesity. The Society provides these medical professionals with the latest research and educational resources as well as opportunities to have an impact on the field through participation in committees that shape research, education, patient access, innovation, communication, and public service.

The Society's ED will work with a staff, the Executive Council, and committees made up of professionals who are committed to actively advancing the field of metabolic and bariatric surgery to produce better health outcomes and improve access to care. The ED oversees and directs the administration of the Society's operations, including financial, membership, event planning, education and certification, marketing, process and systems development, and human resources functions. This work is done in collaboration with the Executive Council and ASMBS's committees, which are actively involved. The ED also partners with the Executive Council to create and implement a vision for the organization that ensures it is serving the needs of its members and, by extension, the needs of their patients.

About ASMBS

Originally founded in 1983, ASMBS has grown to become the largest national society for the specialty, with approximately 4,000 members that include bariatric surgeons and integrated health-care professionals practicing in the field of metabolic and bariatric surgery. With a revenue budget of approximately \$5M, reserve funds of nearly \$10M, and a staff of about 15, the Society's office is based in Gainesville, Florida. The vision of the Society is to improve public health and well-being by lessening the burden of the disease of obesity and related diseases throughout the world. The mission of the society is to improve the lives of people with obesity and related diseases by advancing the art and science of metabolic and bariatric surgery and other interventions by:

- Continuously improving the care and treatment of people suffering from obesity.
- Advancing the science and understanding of metabolic and bariatric surgery.
- Fostering communication between health professionals on obesity and related conditions.
- Being the recognized authority and resource on metabolic and bariatric surgery.
- Advocating for people with obesity to ensure access to high-quality treatment.
- Serving the educational and professional needs of its diverse membership.

ASMBS's Executive Council (EC) functions as the Board of Directors with 15 members that include the President, President-Elect, Secretary-Treasurer, eight Councilpersons at Large, the two most recent past Presidents, the President of the Integrated Health (IH) Section, and the President-Elect of the IH Section. The Executive Council has an Executive Committee comprised of the President, President-elect, Secretary Treasurer, and Immediate Past President. The Executive Director also sits on the Executive Committee of the Executive Council (ECEC).

The Executive Director Role

Essential Duties and Responsibilities

- Working in partnership with the EC, provide support and vision to determine the Society's strategic direction and priorities; direct staff activities to implement the strategic priorities.
- Provide direct support for the initiatives of the ASMBS President and EC.
- Support and coordinate the work of ASMBS's committees.
- The ED should continuously acquire knowledge about the disease of obesity and the metabolic and bariatric surgery specialty to understand the need for the specialty and the special concerns within the specialty regarding care delivery, quality, and outcomes.
- Develop and maintain effective relationships with external stakeholders in research, care delivery, payor, government, and non-government organizations, and industry partners.
- Oversee the development of programs and education resources to enhance ASMBS's value proposition, support and grow its members, and to fulfill ASMBS's mission.
- Establish an organizational structure that best suits the needs of the Society and its members; develop and inspire a skilled, engaged, and future-oriented staff.
- Plan and direct technology and system strategies and implementation that support efficient operations.

Leadership/Governance

- Report to the President of the Executive Council.
- Assist and support the EC in establishing the strategic direction of ASMBS.
- Provide support and guidance to EC members and ASMBS volunteers to aid them in understanding and executing responsibilities and ensure adherence to governance policies; work with volunteer leaders to develop and establish appropriate governance processes and procedures.
- Ensure that the EC is kept fully informed of the activities and operations of the Society, including

consistent, proactive communication.

- Provide staff support to the ASMBS EC, the Executive Committee of the Executive Council (ECEC), and other Committees as needed. Facilitate planning of meetings by developing agenda items and presentations and compiling meeting minutes.
- Facilitate the maintenance of ASMBS bylaws and ensure that ASMBS is in compliance with legal requirements as well as advising on how to mitigate exposure and risk to the Society.
- Provides business and management advice and guidance to ASMBS's Chapters and their volunteer leaders. Ensures that headquarters staff also provides encouragement, assistance, and support to Chapters and maintains positive, effective relationships.

Management/Administration

- Provide guidance, training, leadership, and supervision to staff of approximately 15, promoting professionalism and growth, including hiring, firing, promoting, developing, and recognizing staff.
- Assess staff members' strengths and identify talent gaps; develop plans to ensure necessary organizational structure, staff development, recruitment, and retention activities are in place to build and maintain high-performing team.
- Continuously evaluate and, where possible, improve operations, including financial operations; recommend potential changes.
- Supervise all financial planning, budgeting, accounting, and reporting functions.
- Ensure that financial and other assets are protected and adequately maintained without unnecessary risk.
- Provide oversight for financial reporting, audits, and proper accounting procedures; develop financial strategies as necessary to support the Society's mission.
- Develop annual budget and assist with reserve fund and fiscal oversight, including reviewing invoices and authorizing disbursements in accordance with the established budget and the accounting policies and procedures.
- Ensure that appropriate fiscal controls and procedures are in place to ensure transparency and accountability.
- Ensure that ASMBS complies with all legal and regulatory requirements.
- Oversee contracts with third-party service providers; negotiate and enter into agreements for ASMBS as authorized and approved by the EC.

Contribute to Member and Organizational Success

- Establish and execute communications plans designed to effectively define and articulate ASMBS's value proposition to physicians and integrated health professionals within the specialty.

- Continuously evaluate opportunities to grow ASMBS's reach and impact.
- Foster and maintain a culture that is responsive to the needs, interests, and professional development of ASMBS's members and sensitive to the medical condition of the members' patients.
- Continuously evaluate opportunities to provide support to ASMBS's members.
- Create and cultivate relationships with stakeholders such as industry partners and corporate patrons.
- Envision and evaluate opportunities to diversify revenue streams through partnerships, membership category structures, grants, etc.
- Direct the development of opportunities pertaining to research, health equity, health-care models, industry partners, and program innovation.
- Oversee membership services, education, training, conferences, accreditation, and product development.
- Oversee the development and implementation of communications and marketing strategies.
- Coordinate advocacy efforts with member volunteers, committees, and advocacy consultant.

Diversity, Equity, and Inclusion

- Create opportunities to weave the threads of diversity, equity, and inclusiveness throughout ASMBS' policies, initiatives, programs, and activities.
- Foster an inclusive culture that welcomes and appreciates different perspectives.

Required Skills, Experience, and Qualifications

- 8 or more years of organizational leadership at an executive level. Experience in a medical society is preferred.
- Bachelor's degree required; MBA or other advanced degree preferred.
- Experience and skill working with volunteer Boards and committees.
- Experience building and fostering relationships with partners within the medical field is preferred.
- Ability to quickly establish credibility with a variety of internal and external stakeholders.
- Proven ability to manage, develop, inspire, and hold accountable a staff of approximately 15 that is primarily on site.
- Experience developing organizational structures, systems, and processes that support efficient operations and continuity through changes in governance.

- CAE certification is a plus.
- Knowledge of business operations and the organizational levers (systems, processes, departments, functions) that provide organizational stability and drive growth.
- Ability to manage multiple projects from the conceptual stage through completion; ability to align resources appropriately while maintaining the flexibility to manage changes to projects as necessary.
- Experience and/or interest in working and partnering with medical experts including surgeons is a plus, preferably in the field of the treatment of obesity.

Personal Qualities and Competencies

- Executive presence complemented by excellent oral and written communications skills.
- Inspirational leader who is skilled at building relationships with internal and external stakeholders at all levels.
- Strong strategic-thinking, critical-thinking, and analytical skills.
- A lifelong learner who demonstrates a commitment to continuous improvement in pursuit of operational and professional excellence.
- Ability and willingness to be the face of the organization in coordination with the President of the Executive Council.
- Creative problem-solving ability; ability to think outside the box and investigate many sources to find a solution that is practical and effective.
- Ability to make sound judgments and decisions.
- Candidates from historically under-represented and marginalized communities are encouraged to apply.

Compensation

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

To Apply

To apply, please send a cover letter and current resume (Microsoft Word® format preferred) [here](#). 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.

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Additional Information

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