

EXECUTIVE SEARCH



Chief Executive Officer

SEARCH CONDUCTED BY

STERLING | MARTIN
a s s o c i a t e s

The Opportunity

Under the direction of the Certification Commission, the Chief Executive Officer for the American Academy of Nurse Practitioners Certification Board (AANPCB) makes recommendations and participates with the Certification Commission in the formulation of operating guidelines, policies, and procedures for the organization. Within that framework the CEO plans, oversees, coordinates, and directs the staff, programs, and activities of the AANPCB.

About AANPCB

The American Academy of Nurse Practitioners Certification Board (AANPCB) is an independent, non-profit certifying body whose purpose is to provide a valid and reliable program for the evaluation of individuals wishing to enter, continue, and/or advance in the Nurse Practitioner (NP) profession through the certification process. AANPCB's headquarters are in Austin, TX; while it is preferred that the CEO be based in or near Austin, candidates in other locations will be considered, contingent on their willingness to travel regularly to Austin.

AANPCB has annual revenues of \$23M, an operating budget of approximately \$10M, and a staff of 34 full-time employees. It was established in the early 1990s by the American Academy of Nurse Practitioners and became separately incorporated as the American Academy of Nurse Practitioners National Certification Board, Inc., in 1999. In January 2017, the 501(c)(6) organization changed its business name from AANP Certification Program (AANPCP) to the American Academy of Nurse Practitioners Certification Board (AANPCB).

AANPCB is overseen by a Board of Commissioners (BOC) composed of experienced nurse practitioners who are representative of the certificants and one or more (currently two) public members. The BOC offers input and guidance into organizational decisions and governs all major decisions affecting the AANPCB certification programs and processes.

The CEO Role

Essential Duties and Responsibilities

- Guide and collaborate with the Certification Board in the formulation and implementation of operating rules, policies, and procedures of the organization.
- Maintain effective internal and external public relations and serve as spokesperson for the organization in collaboration with the Certification Board Chair.
- Direct and supervise the certification staff in the activities necessary to support the certification and recertification programs.
- Coordinate all program support for those services provided by the contracted professional testing service.

- Oversee the development of all publications related to the organization including those published by the contracted professional testing service.
- Oversee the content and appropriateness of all testing forms prior to their launch (i.e., FNP, AGNP, PMHNP)
- Oversee the marketing of the certification program.
- Oversee the review of all certification applications to determine eligibility of applicants.
- Manage the finances of the organization including the development and submission of the annual budget to the Certification Board for approval.
- Negotiate all AANPCB contracts including the contract with professional testing services.
- Ensure the legal integrity of the organization and mitigate exposure to risk.
- Coordinate meetings of the Certification Commission, as well as meetings directed by the contracted professional testing services in the development of certification examinations.
- Support the continued accreditation of the Certification Board's certification programs by the Accreditation Board of Specialty Nursing Certification (ABSNC) and the National Commission for Certifying Agencies (NCCA).
- Support the continued recognition of the Certification Board's certification programs by U.S. state nursing boards, nurse regulators in Canada and Puerto Rico, Medicare, Medicaid, the Veterans Administration, and major private insurance companies.

Required Skills, Experience, and Desired Qualifications

- Proven leader with 10+ years of experience in a leadership capacity including budgetary management and staff supervision within a nonprofit organization of comparable complexity.
- Working knowledge and demonstrated experience related to the process of national certification.
- Must be able to analyze and explain complex statutory and regulatory issues for the jurisdictions and federal agencies that recognize the Certification Board's certification programs.
- Experience working collaboratively with governing bodies highly desired.
- Open-minded and flexible leader with a track record of successfully building, retaining, and leading high-performing teams with strong morale.
- Persuasive, with excellent interpersonal skills; ability to act as a respected and effective spokesperson for the organization.
- Outstanding verbal and written communication skills, including negotiating skills.
- Strong organizational skills, professional demeanor, initiative, desire to help others.
- Excellent analytic skills and problem-solving abilities.
- Proficient with PCs and Microsoft Office plus database knowledge and capacity; commitment to master technologies used by the staff leadership of the Certification Board.
- Ability to travel and attend meetings both during and outside normal operating business hours.
- Preference given to candidates with a minimum of a master's degree or higher in nursing.
- Preference given to candidates with 10+ years of professional Nurse Practitioner experience.
- Candidates from historically underrepresented 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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