

EXECUTIVE SEARCH



AMERICAN BOARD OF
FOOT AND ANKLE SURGERY®

A credential you can trust.®

Director of Information Technology

SEARCH CONDUCTED BY

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

The Opportunity

Tired of the start-up intensity? Have a desire to get balance back in your life while working to maintain high-quality health care? The American Board of Foot and Ankle Surgery (ABFAS) is seeking a highly motivated and energetic individual to join our team as Director of Information Technology (IT). The Director of IT partners with ABFAS' Leadership Team to align the Board's strategic plans and information technology systems. The Director of IT is responsible for the day-to-day management of the Information Technology team. They ensure that project plans and timetables are created for all team initiatives and that projects are executed collaboratively and with high quality. They also act as the liaison with all program teams, ensuring that initiatives are designed to the desired business requirements and with the satisfaction of the end user in mind. The Director can work either remotely, preferably from a West Coast location, or from the San Francisco offices.

About ABFAS

Founded in 1975, the ABFAS strives to protect and improve the health and welfare of the public by advancing the art and science of foot and ankle surgery. To accomplish this goal, ABFAS grants certification status to candidates who successfully meet the guidelines for demonstrating competency and proficiency in the art and science of foot and ankle surgery. It has a staff of about 20 and a \$7.1M operating budget.

ABFAS focuses on two main objectives:

Prepare and Support Candidates

- Encourage attainment, through formal training programs, of skills required for the successful practice of the art and science of foot and ankle surgery.
- Verify that candidates are qualified to enter the ABFAS certification process.

Serve ABFAS Members

- Process applications for certification of legally licensed, actively practicing foot and ankle surgeons to ascertain candidates' competency in the art and science of foot and ankle surgery.
- Grant certification status to candidates who have successfully met the guidelines for demonstrating competency and proficiency in the art and science of foot and ankle surgery.

The Director of IT Role

Essential Duties and Responsibilities

- Manages team resources (personnel and budget) to ensure optimal information systems and technology support for organizational goals and strategic priorities. Plans and directs departmental workflow.
- Manages the execution of all information technology initiatives ensuring correct resource allocation, specifications, timetable, and quality testing. Ensures that all business requirements of end users are met.
- Ensures that the ABFAS website, Protech CRM (Microsoft Dynamics) system, and other customized platforms and applications are functioning effectively and designed technically to meet the needs of end users. Leads the enhancement and integration of all core ABFAS databases and custom applications.
- Organizes internal user groups to strategize infrastructure and product improvements and future business information technology needs.
- Oversees staff training to more effectively and efficiently use existing technologies.
- Ensures that all IT documentation is prepared, maintained, and improved, as necessary.
- Ensures all security regarding HIPAA and PCI compliance is in place as are basic systems, such as back-up.
- Responsible for selection and oversight of contracted developers and vendors providing IT infrastructure support.

Required Skills, Experience, and Desired Qualifications

- Bachelor's degree in computer science, MIS, or equivalent experience preferred.
- IT supervisory experience required.
- Must have experience working in a nonprofit, association, or governmental entity.
- Programming, database maintenance, network and website development/administration experience required.
- Candidates should have at least ten years of demonstrated experience in the following areas:
 - Hands-on complete project management services including planning, analysis, design, testing, implementation, documentation, and training.
 - Implementation of a relational database, preferably an association management system (AMS). Extensive knowledge of database structure/functionality.
 - Knowledge of SQL, Web Services, Software Development, Azure Cloud Management Services, CRM/AMS, Sitefinity or other content management systems.
 - Work collaboratively with internal clients and external vendors.
 - Advanced problem solving, with the ability to effectively prioritize and motivate staff.
 - Demonstrated ability to manage multiple information technology projects simultaneously.
 - Demonstrated skills in researching technology issues to reach conclusions, make recommendations and decisions.
 - Excellent written and verbal communication skills including technical writing, conducting training, and delivering presentations.

- Training and mentoring staff.
- Advanced enterprise-level solutions architect skills.
- Experience with mobile app development.

Personal Qualities and Competencies

- Strong strategic thinking skills.
- Proven ability to successfully conceptualize, plan, and execute ideas.
- Ability to exercise independent judgment and discretion.
- Extremely strong time management, organizational skills, and a systems thinker.
- Proficiency in analytical thinking, problem solving, resolving conflicts, and bringing others to consensus.
- Ability to analyze problems, plan solutions, and implement decisions.
- Strong public presentation skills; experience making presentations to governing boards and board committees.
- Strong listening and diplomatic skills, as well as the ability to develop positive and productive relationships.
- Proactive perspective, offering ideas on how to make improvements.
- “Can do” attitude. Strong willingness to take on new challenges, learn, and grow.
- Demonstrated orientation towards customer service; must possess excellent customer service skills.
- Can easily manage multiple priorities in a timely fashion and with confidence.
- Ability to work with flexibility, efficiency, enthusiasm, and diplomacy, both individually and as part of a complex team effort.
- Ability to work independently, collaborate as a team player, and interact successfully with all levels of staff.
- A sense of humor.
- Candidates from historically underrepresented and marginalized communities are encouraged to apply.

Compensation

In addition to a competitive salary within the \$170,000 to \$200,000 range, 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 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.

Sterling Martin Associates is committed to providing equal opportunity for employees and applicants in all aspects of the employment relationship, without regard to race, religion, color, age, gender (including pregnancy, childbirth, or related medical conditions), marital status, parental status, sexual orientation, gender identity, gender expression, ancestry, national origin, citizenship, political affiliation, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. All employment is decided on the basis of qualifications, merit, and business need.

Additional Information

For more information, contact:

Sterling Martin Associates
1025 Connecticut Avenue NW
Suite 1000
Washington, DC 20036

David S. Martin, Managing Partner
dmartin@smartinsearch.com
202-257-1627

Zach Collins, Executive Recruiter
zcollins@smartinsearch.com
740-974-5472

Karen Lombardo, Vice President
klombardo@smartinsearch.com
540-751-9612