

EXECUTIVE SEARCH



Chief Executive Officer

SEARCH CONDUCTED BY

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The Opportunity

The American Burn Association ([ABA](#)) seeks an experienced and dedicated Chief Executive Officer (CEO) to lead a group of highly dedicated and passionate volunteers and staff who work together to achieve the best care possible for the burn injured.

The ABA is currently a hybrid work environment and is headquartered in Chicago, IL, but candidates outside of the Chicago area will be considered.

About ABA

The ABA was established in 1969 as a nonprofit, interdisciplinary organization dedicated to improving the lives of people affected by burn injury. The ABA focuses on improving the quality of care and on continuing education, annual scientific meetings, and scientific publications. Additional activities also involve stimulating research in the methods of treating burn injuries and fostering prevention efforts.

The organization is the at the forefront of improving care for burn patients, burn survivors, and their families with more than 2,800 members across the globe. The ABA's interdisciplinary membership includes physicians, nurses, occupational and physical therapists, researchers, psychologists, social workers, firefighters, and hospitals with burn centers, reflecting the organization's team-based approach to burn care. The ABA additionally administers Advanced Burn Life Support (ABLS) courses for all burn care professionals, Emergency Department staff, and first responders. The organization develops and publishes national guidelines to optimize burn care and manages the burn center verification program. It is a true mark of distinction for a burn center to achieve verification which requires that a burn center must meet rigorous standards.

Current advocacy efforts include the Military Burn Research Program with two ABA-managed studies currently enrolling at over 20 burn centers. Advocacy programs include the development of new codes to characterize burn injury and burn prevention programs that increase burn injury awareness. The ABA has a staff size of 21 and a budget of \$7M.

The CEO Role

The CEO reports to the American Burn Association Board of Trustees. The CEO of the ABA is the senior staff position, charged with general management of the organization.

Essential Duties and Responsibilities

Leadership/Governance

- The CEO will effectively and clearly communicate the organization's activities to the Board, members, and other relevant stakeholders.
- Works with the Board of Trustees to identify and then lead in developing and executing

strategic initiatives for the association that align the organization to serve present and future membership needs, while providing a strong resource base to ensure the association's continuing ability to operate.

- Works with the Board of Trustees and relevant stakeholders to execute strategic initiatives and to establish metrics to monitor progress and achievement.
- Works with the Board of Trustees to oversee operation, organization, communication, and administration.

Advocacy

- Serves as primary representative of the association to external stakeholders such as government agencies, other industry associations, clinical and professional groups, research/education activities, and the general public to create positive partnerships and outcomes for the association.
- Identifies, establishes, and maintains strategic partnerships to support ABA's mission at a global level including governmental, regulatory, and non-governmental organizations.
- Provides international leadership in developing and improving relationships with organizations that align with the Association's mission and strategic direction.
- Ensures strategic interests are protected and relationships and risks managed.
- Ensures alliances have a clear purpose and a specific range of activities.
- Maintains a respectful, culturally, and globally sensitive, and appropriate approach to all stakeholders.

Contribute to Member and Organizational Success

- Develops, implements, oversees, and/or evaluates products, programs, and services to fulfill the ABA mission and strategy, and ensures continuous program monitoring for accountability and efficiency.
- Works cooperatively with leadership and staff in entrepreneurial thinking with the goal of developing and implementing new member benefits and services that are aligned with the ABA mission and that enhance the membership value proposition.
- Oversees all programs, services, products, and activities to ensure program objectives are met, including production of journals, conferences, annual meetings, educational programs, and certification courses.
- Serves as leader for the planning, organization, and presentation of the ABA annual conference, the largest source of revenue for the ABA.
- Fosters a strong staff ethos that values and delivers excellence in customer service to members and implements policies and procedures to ensure staff understands and meets expectations for prompt, courteous customer service.
- Plans, organizes, and directs membership promotion and retention programs; evaluates and recommends actions to achieve membership goals.

Management/Administration

- Provides oversight of and accountability for conduct, reporting, and evaluation of all

association activities and staff recruitment, development, and management.

- Prepares an annual operating budget for the association, for review and approval by the Board of Trustees.
- Hires and supervises staff according to Board-approved budget, personnel policies, and best practices.
- Develops office, personnel, and other operational policies and procedures.
- Builds an effective and cohesive senior leadership team; prepares for key staff successions.
- Proactively captures institutional knowledge (processes, practices, background/history) and ensures that there is an accessible, accurate, enduring and up to date archive of ABA activities and papers.
- Ensures the development of staff at all levels, including mentoring and training, as appropriate.
- With transparency to the Board, conducts staff performance evaluations, salary and benefits evaluations and comparisons, promotions, and terminations according to the ABA employee handbook, relevant laws, and best practices.

Required Skills, Experience, and Desired Qualifications

- Proven leader with 10+ years of experience in an Executive Director, CEO, COO, or senior-level position, preferably within a global membership organization or a scientific or medical professional association. Experience in the field of burn care and burn injury preferred.
- Bachelor's degree required; advanced degree desirable.
- Strong financial management skills, with experience overseeing budgets and financial reporting.
- Experience in board development and governance, with the ability to engage and motivate board members.
- Track record in working effectively and collaboratively with governmental bodies, regulators, and non-governmental organizations is a plus.
- Demonstrated success in staff development, including a commitment to staff professional development and building effective staff teams/organizational culture.
- Travel domestically and internationally required.

Personal Qualities and Competencies

- Able to work effectively and sensitively on a global level across different cultures and societies.
- A visionary leader who can conceptualize long-term strategic goals and translate them into a succinct, understandable, and actionable framework.
- Uses an open-minded, flexible, and collaborative approach to problem solving.
- An authentic, transparent, approachable communicator who builds trusting relationships and fosters open dialogue with all stakeholders, including a hybrid team and a diverse, interdisciplinary membership base.
- Strong communication skills, both verbal and written. Public speaking experience a plus.
- The emotional intelligence, cultural awareness, listening skills, and coaching skills needed to

- unite a diverse group of members into a community with a shared purpose.
- A lifelong learner who demonstrates a commitment to continuous improvement in pursuit of operational excellence.
- Desired characteristics: compassion, kind, assertive, grounded, calm.
- 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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