

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 Council of Academic Physical Therapy ([ACAPT](#)) seeks a visionary leader who can build upon a legacy of excellence and drive the organization forward. The ideal candidate will have a proven track record of success in leading associations or non-profit organizations, with a strong understanding of the healthcare landscape. While a background in physical therapy is not required, a deep appreciation for the field and its unique challenges is essential.

Governed by a distinguished Board of Directors comprised of leaders representing diverse sectors of the physical therapy education community, ACAPT is committed to fostering innovation, enhancing academic physical therapy, and advocating for the indispensable role of physical therapy education.

This position is remote within the United States with occasional travel to the Washington, DC area expected.

About ACAPT

ACAPT represents the interests of academic physical therapy professionals across the United States. Established in 2014 to provide a new, unified voice for academic physical therapists, ACAPT is headquartered in Alexandria, Virginia.

ACAPT caters to members practicing in various domains of physical therapy education and practice, including academic institutions, clinical settings, research facilities, and more. ACAPT's organizational membership includes approximately 95% of all accredited academic physical therapist programs in the U.S. It represents over 256 physical therapy educational institutions and serves and represents the employees of these institutions, including over 5,000 members comprised of faculty, clinical partners, and academic administrators and leaders. The organization offers a comprehensive range of member services aimed at supporting physical therapy educators, researchers, clinicians, and students throughout their professional journey. These services encompass advocacy efforts, professional development opportunities, continuing education programs, and resources tailored to the diverse needs of its members.

With a team of six dedicated professionals, a budget of approximately \$1.5M, ACAPT delivers a myriad of programs and services designed to empower its members and foster collaboration within the physical therapy community. From educational seminars and networking events to the dissemination of industry updates and regulatory guidance, ACAPT ensures that its members are well-equipped to navigate the dynamic landscape of physical therapy practice and education.

The Executive Director (ED) Role

The ED is accountable to the Board of Directors and serves as a non-voting ex-officio member of both the Executive Committee and the Board of Directors.

The ED is responsible for managing, directing, and leading the day-to-day operations of ACAPT, with the oversight and guidance of the Board. Within the scope of ACAPT's governing documents, the ED ensures staff retention, growth, and a collaborative culture. While executing the strategic vision set by the Board, the ED also plays a key role in shaping that vision, offering guidance as a trusted advisor.

As a visionary leader, the ED is outward facing, engaging with the membership and broader community to advance ACAPT's mission, while effectively overseeing the organization's activities in alignment with its governing documents and strategic goals.

Essential Duties and Responsibilities

Leadership/Governance

- Serves as General Manager for the overall administration of ACAPT activities including services, financial resources, personnel and property. Ensures that activities are properly conducted, reported, and accounted for to the Board of Directors.
- Facilitates the activities of the Board of Directors, Institutes, Committees, Task Forces, and other leadership groups to support ACAPT's mission, vision and goals.
- Develops, maintains, and conducts on-going reviews of governance documents to ensure support for ACAPT's strategic direction.
- Supervises the selection, purchase, installation, maintenance, and upgrading of information technology systems to support strategic objectives.
- Develops and implements secure systems to ensure data integrity, prevent unauthorized access, and protects ACAPT's intellectual property to maintain value and mitigate risk.
- Manages and directs all ACAPT staff, temporary, and contract employees, and consultants in their roles. Includes hiring, classification, training, conducting performance evaluations, promoting, determining compensation, and terminating ACAPT employees.
- Establishes and modifies, when appropriate, ACAPT's organizational and staff structure so that it is best suited to accomplish ACAPT's purpose.
- Promotes the growth and professional development of staff through formal and informal educational opportunities.

Communication/Programming

- Develops and manages communication strategies that communicate the value and relevance of ACAPT to diverse populations of members and potential members to enhance membership retention, recruitment and overall engagement.
- Integrates ACAPT's brand in all programs, services, and activities to reinforce the association's unique position.
- Formulates marketing plans for programs, products, and services to increase effective non-dues revenue streams.
- Maintains effective relationships with the executives of other organizations related to physical therapy education.
- Identifies and manages programs, products, and services in response to member needs and

interests that advance their professional and leadership skills.

- Supervises the planning and delivery of the annual membership meeting and conference, including the RFP process, hotel negotiations, development of marketing campaign, program development, and revenue generation.

Contribute to Member and Organizational Success

- Assists the Board of Directors in developing ACAPT's mission, vision, and strategic plan, and monitors the implementation and progress thereof. Serves as liaison with the Board and Executive Committee to implement the board's policy and vision. Evaluates the effectiveness of the plan on an ongoing basis and recommends revisions where necessary.
- Fosters and maintains a culture that is sensitive and responsive to the needs, interests, and professional development of ACAPT's entire membership.
- Evaluates opportunities to grow ACAPT's reach and impact.
- Assesses the implications of trends on ACAPT's members, programs, and services to ensure relevance.
- Creates a variety of opportunities to encourage member contributions to ACAPT activities and advancement.
- Establishes and maintains a volunteer recruitment, training, recognition, and accountability system to attract and retain active and effective involvement of membership.

Management/Administration

- Serves as Comptroller fulfilling all fiduciary responsibilities, which includes:
 - Assisting the Board in facilitating financial stability for the organization and its programs, ensuring that all assets are protected and adequately maintained without unnecessary risk.
 - Supervising all financial planning, budgeting, accounting, auditing, and reporting functions
 - Evaluating the impact of economic and budget factors to effectively guide financial planning, investment policies, and financial performance.
- Acts as ACAPT's Contract and Contracting Officer. Negotiates, reviews, executes, and administers all contracts on behalf of ACAPT.
- Retains and utilizes outside legal counsel, when necessary.
- Ensures ACAPT is in full compliance with all local, state, and federal rules governing corporate and program activities.
- Maintains ACAPT's non-profit and tax-exempt status.

Required Skills, Experience, and Desired Qualifications

- A minimum of five years' previous organizational leadership experience at either the CEO, Executive Director, or other senior leadership level.
- Advanced degree (or equivalent) within a relevant field required.
- Proven track record of contributing to the development and implementation of strategic plans, as well as experience coordinating, facilitating, and managing sessions, conferences, and communications between communication between staff members, Board members, and

- volunteer leaders on strategic initiatives.
- Strong financial acumen and effective communication skills, including the ability to present and report on financial data clearly and concisely.
- Demonstrated competency in leadership, project management, and volunteer management.
- Experience growing membership, including cultivation of new members and retention and stewardship of existing members.
- Proficiency in technology, including databases, websites, and Microsoft Office Suite or equivalent.
- Experience assembling and directing a team to carry out the business of an organization.
- Ability to travel an estimated 30% of the year, with more travel during the school year and less travel in the summer.

Personal Qualities and Competencies

- A visionary leader who can conceptualize long-term goals and translate them into a succinct, understandable, and actionable framework.
- An authentic and effective communicator who can build trust and foster open dialogue needed to guide an organization toward achieving its mission.
- A strategic thinker who uses analysis, project management skills and budgetary discretion to identify organizational growth opportunities.
- An innovator who establishes an organizational culture that is responsive to the needs, interests, and values of the entire membership.
- An inclusive manager who exercises a wide range of decision-making oversight while empowering employees with the authority needed to effectively carry out delegated responsibilities.
- A forward-thinking leader able to effectively recruit and retain staff to support the expansion and growth of the organization.
- 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

For more information, contact:

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