

EXECUTIVE SEARCH



Executive Director

SEARCH CONDUCTED BY

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a s s o c i a t e s

The Opportunity

The North American Society for Pediatric Gastroenterology, Hepatology, and Nutrition (NASPGHAN) seeks an experienced and personable Executive Director (ED) to lead the organization's strategic and operational efforts and deliver exceptional value to NASPGHAN members.

The ED oversees NASPGHAN, the NASPGHAN Foundation, and the Federation of International Societies for Pediatric Gastroenterology, Hepatology, and Nutrition (FISPGHAN). The ED will work closely with NASPGHAN's Executive Council and the Foundation's Board of Directors, to ensure the continued success of the organization and to maintain its strategic initiatives.

Ideally, the ED will be within commuting distance of the NASPGHAN office but candidates in other locations will be considered.

About NASPGHAN

NASPGHAN is a 501(c)(3) organization whose mission is to improve the care of infants, children, and adolescents with digestive disorders by promoting advances in clinical care, research, and education. The membership of NASPGHAN consists of nearly 3,000 pediatric gastroenterologists in the United States, Mexico, and Canada. The main objective of NASPGHAN and its Foundation is to improve the digestive health and nutrition of children worldwide and particularly in North America. NASPGHAN's other main objectives include, but are not limited to:

- Fostering dialogue and research on pertinent issues that impact the pediatric gastroenterology patient and their family.
- Providing opportunities for clinicians and researchers to gain knowledge of the scientific advances in the field of pediatric gastroenterology.
- Disseminating the wealth of scientific information that exists to improve clinical outcomes and advance the practice of pediatric gastroenterology and nutrition.

NASPGHAN has annual revenues of more than \$4M and net assets of about \$11M with a full-time staff of 8 employees. The NASPGHAN headquarters are located in Ambler, PA, just north of the greater Philadelphia, PA metropolitan area.

The Executive Director (ED) Role

The ED of NASPGHAN is responsible for the administration and success of the organization. Responsibility for keeping the President, Executive Council, and staff fully informed of all issues influencing and impacting the organization resides with the ED. The Executive Director attends and reports at all Executive Council meetings.

Leadership/Governance

- Provides leadership, vision, and guidance to assist the NASPGHAN Executive Council in the strategy development to advance and grow the organization and its relevance.
- Work with the Executive Council to formulate new policy and recommend modifications to existing policy that will further the mission of the organization.
- Proactively monitor advances in the healthcare industry and the fields of pediatric gastroenterology, hepatology, and nutrition to stay current with and meet evolving membership needs.
- Adheres to organizational policies and bylaws.
- Supports the Executive Council and designated committees to carry out the work of the Society.
- Collaborates with Executive Council to develop strategic plans and implements the plans at the direction of the Council.
- Act as a liaison and provide the necessary support to the NASPGHAN Executive Council, NASPGHAN Foundation, and FISPGHAN as required to ensure their functionality; communicate decisions and actions to members and other relevant stakeholders in accordance with NASPGHAN bylaws.
- Stays current on association management trends, programs, and practices to assure that NASPGHAN is up to date on best practices.
- Assists the Executive Council in developing policies and procedures and the implementation of those policies.

Communications & Advocacy

- Oversee all communication and outreach efforts including journals, publications, educational materials, website content, and social media; oversee publication of NASPGHAN journals, including contracting and management of the editor.
- Represent the public face of the organization at its events and meetings.
- Actively reach out to and network with executives of associations, businesses, and industries related to the profession.
- Works with the Executive Council and external advocacy consultant to coordinate efforts to plan and implement strategic advocacy initiatives.
- Effectively partners with allied organizations to establish and maintain cooperative working relationships and build coalitions.
- Fosters relationships with industry, government, and public service organizations to enhance the image of NASPGHAN and attain its objectives.

Contribute to Member and Organizational Success

- Cultivate future professionals working in the fields of pediatric gastroenterology, hepatology, and nutrition.
- Provide value and engagement at every touchpoint for members.
- Explore, develop, and maximize partnerships that support the mission.
- Serve as the liaison and administrative resource through the president and Executive Council.

- Facilitate the engagement of volunteers to achieve the organization's goals.
- Oversee and facilitate administrative support for more than 20 active volunteer committees.
- Maintain and develop positive, effective relationships with staff, the Council, and members.
- Oversee membership administration, including software implementation and use, daily operations, membership and contributions reporting, and dues among other tasks.
- Develops understanding of societies' database management system and its capabilities to support membership activities and how it integrates with all aspects of the organization.

Financial Management

- Develop, oversee, and monitor the annual budgets for NASPGHAN and the NASPGHAN Foundation to ensure a strong financial standing.
- Invest the organization's reserves with the advice and consent of the finance committee and in accordance with established policy.
- Working with an outside accounting firm, oversee all financial management responsibilities. These include paying bills, depositing money, preparing, and analyzing internal financial statements and annual audit, authorizing payroll, and signing company tax returns.
- Identify and secure new and continued funding sources and revenue streams for NASPGHAN and the NASPGHAN Foundation.

Management/Administration

- Plan, lead, and oversee day-to-day activities and programs, including educational activities, professional resources, meetings, training programs and materials, research, advocacy efforts; oversee the accreditation process for continuing medical education.
- Engage, train, and manage all staff, applying Council-approved employee policies and benefits in accordance with federal and state requirements.
- Recommend increases or decreases in staff to the Executive Council.
- Determine and balance roles, duties, and responsibilities of the office staff, including promotions or terminations.
- Execute all contracts, commitments, and decisions authorized by the Council.
- Safeguard and administer all funds, physical assets, and other property.
- Ensure the organization is in full compliance with all local, state, and federal rules governing corporate, research, and program activities.
- Develop and oversee the annual membership meeting and conference.
- Perform essential duties to plan and execute the annual meeting, including managing the RFP process, negotiating hotels, developing a marketing campaign, developing the program, and implementing strategies for generating revenue.

Required Skills, Experience, and Qualifications

- Proven leader with 10+ years of experience in an Executive Director, COO, or senior-level position within an organization of comparable complexity
- A bachelor's degree in health, business, or a related field is required. An advanced degree is desirable.

- A team leader with at least eight years of organizational leadership at an executive level required. Experience in an association or healthcare environment a plus.
- Experience building and strengthening partnerships for both fundraising and programmatic purposes.
- Experience with financial oversight of an organizational budget of \$5 million or more preferred.
- Exceptional budget development and management skills including budget forecasting, preparation, analysis, decision-making, monitoring, and reporting.
- Strong organizational abilities including planning, program development, and facilitation.
- Strong collaborative, team building, and facilitation skills.
- Exceptional written and oral communication skills.
- An understanding of and appreciation for technology tools for a national and international medical society.
- Ability to travel as needed for business.
- Ability to work a flexible schedule with periodic evening and weekend hours to participate in events, committee and Council meetings, and other functions.

Personal Qualities and Competencies

- A strategic thinker who takes an innovative approach to managing resources and developing opportunities.
- Passion for and long-term commitment to excellence in children's healthcare.
- Committed to the long-term success and progress of the field of pediatric gastroenterology, hepatology, and nutrition.
- Dependable, emotionally intelligent, collaborative, and self-aware.
- Open-minded, collaborative, and inclusive, seeking and encouraging idea-sharing and engagement from stakeholders before making decisions.
- Manages change using a transparent, creative approach that boosts staff morale.
- Personable, approachable, and available to staff, Executive Council, members, and other stakeholders
- Positive attitude and inspirational personality.
- Resilient, adaptable, and able to respond to a rapidly changing environment.
- Demonstrates commitment to continued professional growth and development.
- Able to handle complex challenges in an effective, professional manner.

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:

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

David S. Martin, CEO & Founder
dmartin@smartinsearch.com
202-257-1627

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

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