

EXECUTIVE SEARCH



EXECUTIVE DIRECTOR

SEARCH CONDUCTED BY

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The Opportunity

The American Society of Breast Surgeons (ASBrS) is seeking its next Executive Director (ED).

In addition to setting the strategic direction for the ASBrS, the ED will lead all administrative, financial, and operational functions of the Society, and will play a key role in advocating for issues that impact the profession and its membership. The ED will represent the ASBrS at the Society's annual meeting and attend Executive Committee and Board of Directors' meetings throughout the year. The ED will report to the President of the Board of Directors.

This position is based at the organization's headquarters in Columbia, MD, and will be a hybrid role to help maintain a high-functioning team environment.

About ASBrS

The ASBrS is the primary society for surgeons who treat patients with breast disease. The organization is committed to continually improving the practice of breast surgery by serving as an advocate for surgeons who seek excellence in the care of breast patients. Founded in 1995, the ASBrS has grown to more than 3,800 members in the U.S. and more than 50 countries worldwide. Membership is open to general surgeons, breast surgeons, non-surgeon physicians, allied healthcare professionals, residents, and fellows with a special interest in breast disease.

The ASBrS hosts an annual meeting dedicated to issues impacting surgeons who treat breast disease. The Society also offers certification and continuing education workshops and classes, as well as facility accreditation programs. These include certifications for ultrasound and stereotactic breast procedures as well as oncoplastic breast surgery for surgeons and a certification in breast disease for advanced practice providers. The ASBrS offers networking opportunities for members through its events and online community forums.

The ASBrS, a 501(c)(6) organization, operates with an annual budget of \$6.5 million and maintains an office in Columbia, MD, with a staff of 17 professionals.

The Executive Director Role

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

Essential Duties and Responsibilities

Strategic and Financial Leadership

- Work with the Board of Directors to formulate new policy and recommend modifications to existing policy that will further the mission of the organization.
- Develop, oversee, and monitor the annual budget for the ASBrS.
- Implement the Society's Strategic Plan, monitor and report on progress to the Board of Directors and ensure all measures for success are established and met.
- Recommend and inform on best practices to align Governance and mission.
- 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.

Contribute to Member and Organizational Success

- Proactively monitor advances in the healthcare industry and breast health field to stay current with and meet evolving membership needs.
- Cultivate the pipeline of future professionals working in the field of breast disease.
- Identify and secure new and continued funding sources and revenue streams for the ASBrS.
- Provide value and engagement at every touchpoint for members.
- Explore, develop, and maximize partnerships that support the mission.

Management/Administration

- Plan, lead and oversee day-to-day activities and programs, including certification, patient registry, and research programs, and maintain Accreditation Council for Continuing Medical Education (ACCME) accreditation for educational activities.
- Execute all contracts, commitments, and decisions authorized by the board.
- 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, which include running the RFP process, negotiating venues and hotels, developing a marketing campaign, assisting the Program Committee in developing the program, and implementing strategies for generating revenue.

Staff and Volunteer Leadership

- Engage, train, and manage all staff, applying board-approved employee policies and benefits in accordance with federal and state requirements.
- Recommend increases or decreases in staff to the Executive Committee.
- Determine and balance roles, duties, and responsibilities of the office staff, including promotions or terminations.
- Lead staff professional development and annual performance review and goal setting.
- Serve as the liaison and administrative resource to the Board of Directors through the President and Executive Committee.
- Facilitate the engagement of volunteers to achieve the organization's goals.
- Oversee and facilitate administrative support for more than 30 active volunteer committees.

Communications and Marketing

- Oversee all communication and outreach efforts including publications, educational materials, website content, and social media.
- Represent the public face of the organization at its events and meetings.
- Participate as a spokesperson for Society advocacy efforts with legislators, government agencies and other external stakeholders.
- Maintain and develop positive, effective relationships with staff, the board of directors, and members.
- Actively reach out to and network with executives of associations, businesses, and industries related to the profession.

Required Skills, Experience, and Desired Qualifications

- Proven leader with 10+ years of experience in an Executive Director, COO or senior-level position within an organization of comparable complexity. Experience in an association or healthcare environment required.
- A bachelor's degree in health, business, or a related field is required. An advanced degree is desirable.
- Experience with continuing medical education and knowledge of ACCME rules desirable.
- Experience building and strengthening partnerships for both fundraising and programmatic purposes.
- Experience working with and serving on Boards; comfortable working with highly engaged and involved Board members.
- Experience with financial oversight of a budget of \$3 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 an organization.
- Ability to work a flexible schedule with periodic evening and weekend hours to participate in events, committee and board meetings, and other functions.
- Ability to travel as needed for business.

Personal Qualities and Competencies

- Thinks strategically and takes an innovative approach to managing resources and developing opportunities.
- Passion for and long-term commitment to excellence in healthcare.
- Committed to the long-term success and progress of the field.
- Dependable, emotionally intelligent, 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, board, 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.
- 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:

Sterling Martin Associates 1025 Connecticut Avenue NW Suite 1000 Washington, DC 20036	David S. Martin, Managing Partner dmartin@smartinsearch.com 202-257-1627	Adriana Abbasi, Executive Recruiter aabbasi@smartinsearch.com 630-408-9513	Karen Lombardo, Vice President klombardo@smartinsearch.com 540-751-9612
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