

## EXECUTIVE SEARCH



Executive Director &  
CEO

SEARCH CONDUCTED BY

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a s s o c i a t e s

# The Opportunity

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The National Foundation for Infectious Diseases ([NFID](#)) is seeking its next Executive Director and CEO to lead the organization in advancing its mission of educating and engaging the public, communities, and healthcare professionals about infectious diseases across the lifespan.

## About NFID

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Founded in 1973, NFID is a 501(c)(3) nonprofit organization dedicated to educating and engaging the public, communities, and healthcare professionals about infectious diseases across the lifespan. With a vast network of experts, partners, and stakeholders, NFID is one of the leading organizations focusing solely on infectious diseases prevention and treatment.

Each year, NFID educates thousands of healthcare professionals and reaches millions through awareness campaigns to support the vision of healthier lives for all through the effective prevention and treatment of infectious diseases. Support for NFID comes from individual donor and corporate contributions, registration fees, and investment income among other sources. NFID has total current assets of approximately \$20 million and a staff of 6 FTE professionals based in Bethesda, MD.

## The Executive Director & CEO Role

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### Essential Duties and Responsibilities

#### Leadership/Governance

- Collaborate with the Board of Directors to refine and implement the strategic plan.
- Serve as the primary liaison to the Board of Directors, providing regular and timely updates and strategic counsel.
- Lead the development of strategic partnerships and programs to advance the organization's mission.
- Represent the organization at events, partner meetings, and media opportunities.

#### Advocacy & Outreach

- Guide the development of evidence-based education and outreach initiatives.
- Oversee NFID conferences, webinars, and activities that support professional education and public health awareness, including the Annual Conference on Vaccinology Research, Clinical Vaccinology Course, and Annual Awards Gala and Silent Auction.
- Engage and build relationships with key stakeholders, including federal agencies (e.g., CDC, NIH), healthcare associations, academic institutions, corporate partners, donors, media, and the public.

## Management/Administration

- Oversee day-to-day outsourced operations, including finance, HR, IT, and meeting planning; oversee NFID staff operations.
- Manage and mentor staff and ensure a healthy organizational culture, overseeing processes such as hiring, separation, ongoing staff development, performance management, and compensation and benefits.
- Ensure compliance with applicable laws, regulations, and internal policies.
- Develop and manage the annual operating budget and ensure sound fiscal practices.
- Diversify and grow revenue through grants, sponsorships, partnerships, and donations.

## Required Skills, Experience, and Desired Qualifications

- Proven leader with 10+ years of experience in a CEO, Executive Director, COO, or senior-level position within a U.S. nonprofit medical or health-related organization of comparable size or complexity.
- Demonstrated success in fundraising, partnership development, and diversifying funding sources, with a strong network of contacts in the infectious diseases community or the ability to build a network.
- A general understanding of the goals of prevention and treatment of infectious diseases from a public health or related medical/scientific field perspective is preferred.
- Proven experience managing budgets of \$5M or larger, leading staff, and working with volunteer leaders.
- Exceptional communication skills and the ability to build relationships with diverse stakeholders.
- Experience working with government agencies such as NIH, CDC, FDA, and/or HHS preferred.
- Bachelor's degree or higher required.
- Certified Association Executive (CAE) credential a plus.

## Compensation

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A competitive compensation package will be offered to attract an outstanding candidate.

## To Apply

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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. Candidates from historically underrepresented and

marginalized communities are encouraged to apply.

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## Additional Information

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For more information, contact:

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