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amputee
coalition™

CHIEF EXECUTIVE OFFICER

The Opportunity

The Amputee Coalition seeks a mission-driven Chief Executive Officer (CEO) to drive the organization forward and help more amputees reach their full potential, aided by the Coalition's committed volunteers and staff.

Reporting to the Board of Directors, the CEO serves as the chief staff executive of the organization with full authority for the management of its affairs. The CEO is responsible for overall strategic management, administration, day-to-day operations, and staff development and implements the organization's policy in alignment with the Board.

This position is located at the Coalition's Washington, DC headquarters.

About the Amputee Coalition

Founded in 1986, the Amputee Coalition is the leading national nonprofit voluntary health organization empowering people affected by limb loss to achieve their full potential. The Coalition expands resources and access for amputees through advocacy work and provides peer support, education, and communication. The Coalition also developed the National Limb Loss Resource Center (NLLRC) to offer supportive programs and publications helping people return to an active lifestyle and function within society.

Other key events and initiatives include the peer visitor program, the Paddy Rossbach Youth Camp, and the annual National Conference. In 1991, the Coalition started a certified peer-visitor program, which trains people who have successfully navigated limb loss / limb difference (LL/LD) to meet others who are just starting out on their journeys to give them inspiration, hope, and information about living well with LL/LD. Through the Paddy Rossbach Youth Camp, young people from 10 to 17 years of age are given opportunities to increase their independence, test themselves, and build new friendships, all through fun and exciting activities. The annual National Conference brings together hundreds of individuals with limb loss / limb difference and their families for a week of educational and motivational sessions, interactive clinics, and adaptive activities.

The Coalition also works to ensure people with limb loss and limb difference have access to, and reimbursement for, prosthetic and orthotic devices from their health-care providers. These efforts have resulted in revisions to legislation in over 25 states affecting an estimated 400,000 amputees and millions of Americans at risk for amputation.

The Amputee Coalition is a 501(c)(3) organization with annual revenue of about \$6M and a staff of approximately 12.

The Chief Executive Officer Role

Essential Duties and Responsibilities

Leadership/Governance

- In collaboration with the Board of Directors, shape and implement the strategic vision and direction of the organization with well-defined deliverables and goals. Set appropriate performance outcomes and metrics for the strategic plan based on allocation of available resources and sound budgeting.
- Ensure best practices in nonprofit governance and operations to meet the organization's strategic plan, including Board of Directors, committees, advisory panels and volunteers.
- Keep the Board informed of appropriate matters in a timely way; able to convey negative information; provide succinct information with appropriate detail.
- Provide useful guidance/advice to support the Board in making appropriate decisions.
- Display initiative in advising or recommending new policies, programs or changes to existing programs; willing to openly discuss difficult subjects with Board/Board Committees.
- Act as liaison with the Board/Board Committees; know when to contribute information in meetings; tactfully enter discussions to voice concerns, clarify issues, and present ideas.
- Diplomatically assist Board in considering potential officers, committee chairs, and other representatives in best interests of organization.
- Prepare effective presentations for Board meetings and committee discussions.

Management/Administration

- Manage volunteers, independent contractors, and advisors to the organization, including but not limited to legal counsel, external audits, and other critical support functions consistent with nonprofit practices.
- Create an effective organizational structure that maximizes the strengths of staff while addressing development gaps. Recruit, retain, and reallocate staff as necessary to meet the strategic plan and priorities of the organization.
- Lead performance management processes and identify formal and informal development opportunities for employees, as needed.
- Cultivate a culture that fosters cross-collaboration, empowerment, and respect with all internal teams.
- Recommend and establish an effective compensation plan and competitive benefit plans, using appropriate salary surveys.
- Ensure training of all staff members as evidenced by effectiveness of employees at assigned tasks.
- Ensure staff members function effectively at Board and committee meetings and are informed and aware of their roles.

- Identify and deal effectively with unknowns and risk, including providing regular trends and forecasts to the staff and Board.
- Maintain focus on defined objectives; have knowledge and understanding of projects underway, schedules, and progress made.
- Make sound decisions on known facts; take responsibility for decisions. Rapidly recognize key factors in decision-making; not distracted by irrelevant data; balance amount of information required with the time in which a decision must be made.
- Provide effective conflict resolution, negotiation, and relationship management with stakeholders and align outcomes to the organization's vision and strategic plan.
- Assure financial transactions are managed according to generally accepted accounting principles, as evidenced by passing an annual independent audit.
- Prepare realistic and attainable annual budgets; understand specific budget items; articulate the rationale for costs and ensure staff can provide detail when appropriate.
- Adhere to the annual budget with reasonable degree of accuracy; recommend adjustments with logical rationale. Understand the difference between the annual budget and cash flow; plan expenditures and manage income stream to maximize cash availability.
- Adhere to standards of practices regarding oversight with appropriate third-party audits and oversight by the Treasurer and appropriate Board committees.

Communications & Advocacy

- Serve as the principal spokesperson and advocate to promote the Amputee Coalition with internal audiences (e.g., employees and volunteers) and with external audiences (e.g., peer support network, governmental agencies, and potential funders, including corporations and private foundations) to create new external opportunities and expand the Coalition's influence among the LL / LD population.
- Support the Amputee Coalition's public advocacy work and craft a roadmap for expansion of revisions at the federal, state, and local levels.
- Maintain and develop strong, productive, and continuing relationships at the federal level.
- Craft a communication strategy to reach more LL / LD community members and increase awareness of the Amputee Coalition's resources and accomplishments.
- Communicate clearly and persuasively to engage diverse audiences and partners.
- Prepare effective and timely-written correspondence for the Board and public.
- Prepare and deliver effective presentations to the Board and other audiences.

Fundraising

- Establish annual fundraising goals and develop strategies and approaches to increase revenue and partnerships with corporations, foundations, individuals and grants.
- Secure resources through grant writing, annual campaigns, events, and sponsorships.
- Identify and cultivate diverse funding sources and create a detailed plan to initiate and steward new funders.

- Build and empower a high-performing team focused on increasing foundation, corporate, and individual giving. Ensure that this work is done collaboratively to support and deliver a comprehensive giving program.
- Ensure internal team members and Board of Directors involved in major-giving efforts have a shared vision, work collaboratively, and have the information and tools needed to be successful in executing their roles.
- Help develop and implement successful marketing and communications strategies tailored to donors and prospects.

Required Skills, Experience, and Qualifications

- 10+ years of experience as a senior executive with a nonprofit organization managing personnel in complex activities, including fundraising and advocacy programs. Nonprofit health organization experience strongly preferred.
- Bachelor's degree or equivalent from an accredited college or university. Certified Fund Raising Executive (CFRE) credential a plus.
- Proven ability to shape and execute an organization's strategy and successfully advance its mission.
- Track record of translating strategic plans into executable operational activities, processes, systems, and/or structures to achieve strategic goals.
- Experience leading an organization's programmatic development and execution.
- Demonstrated success creating strong and collaborative cultures with inspired teams.
- Previous experience managing and coaching a talented leadership team. Experience working with an engaged Board of Directors.
- Demonstrated ability to cultivate strong relationships with existing and new funders and effectively engage external audiences.
- Exceptional presentation skills and the ability to convey ideas effectively.

Personal Qualities and Competencies

- Take a plan from the "drawing board" to implementation, with the ability to make changes as needed according to circumstances and obstacles.
- Manage time and resources effectively to accomplish multiple objectives simultaneously.
- Identify and deal effectively with unknowns and risk.
- Committed to cultivating a culture of continual learning and development.
- Exceptional oral, written, and interpersonal communication skills.
- Skilled influencer; build positive relationships and persuade internal and external stakeholders.
- Relate to and engage with diverse audiences.
- Candidates from historically under-represented populations are encouraged to apply.

Compensation

The starting salary for this position is \$190,000 – \$230,000. 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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