



STERLING | MARTIN
a s s o c i a t e s



Thoracic
Surgery
Foundation

EXECUTIVE DIRECTOR

The Opportunity

The Thoracic Surgery Foundation ([TSF](#)) seeks an innovative leader to serve as the organization's Executive Director (ED). The TSF ED provides oversight over a wide array of Foundation day-to-day operational activities and collaborates with the TSF surgeon leadership to focus and enhance TSF's programs and grow its fundraising.

The ED reports to the STS Senior VP, Technology and External Relations and the TSF Board, and is responsible for governance, fundraising, award programs, marketing, resource development, and stakeholder relations (with stakeholders including cardiothoracic surgery organizations, medical device and pharmaceutical companies, TSF volunteer leaders, other foundations, and donors).

This position is hybrid, working out of the TSF headquarters in Chicago, IL and manages a team of two full-time staff.

About TSF

As the 501(c)3 charitable arm of The Society of Thoracic Surgeons ([STS](#)), TSF is dedicated to improving patient care by investing in groundbreaking research, embracing innovation, supporting global humanitarian outreach, and promoting excellence in education for cardiothoracic surgeons at all career stages. STS funds most administrative costs of the foundation, and together TSF and STS work to advance the field of cardiothoracic surgery for the benefit of patients. TSF has assets of approximately \$10 million and a staff of three and raises about \$1 million per year with donations from surgeons, industry partners, and matching contributions from STS.

Founded in 1964, STS is a nonprofit professional organization representing surgeons, researchers, and allied health care professionals who are dedicated to ensuring the best possible outcomes for surgeries of the heart, lungs, and esophagus, as well as other surgical procedures within the chest.

STS is the largest cardiothoracic surgery organization in the world with more than 7,800 members in 102 countries. The Society offers access to research and analytics, educational programs, and an international peer-reviewed journal devoted to cardiothoracic surgery to improve patient outcomes and the lives of those with cardiothoracic diseases. With offices in both Washington, DC and Chicago, STS has an annual budget of approximately \$38 million and is supported by a staff of 88.

The Executive Director Role

Essential Duties and Responsibilities

- Collaborate with surgeon leadership on shaping the strategic vision for the Foundation.

- Facilitate and participate in periodic evaluations of TSF's mission and strategic objectives.
- Oversee TSF governance and Board meetings.
- Oversee the annual leadership appointment process.
- Serve as chief fundraiser and create and implement comprehensive resource development plans in collaboration with TSF leadership.
- Develop a strategy for and lead the implementation of fundraising campaigns.
- Work with STS staff on securing donor visibility and overall TSF promotion during the STS Annual Meeting and other specialty events.
- Oversee strategies for securing major potential corporate and foundation contributions.
- Oversee the administration of TSF's donor database and utilize data analytics to drive decision making.
- Collaborate closely with STS staff areas that help support TSF, including senior management of STS.
- Develop the annual TSF budget.
- Work closely with STS staff to create and operationalize Foundation marketing and communication strategies.
- Collaborate with the STS finance department to ensure accurate TSF financial reporting and invoicing.
- Oversee TSF's award programs and the selection of annual awardees/grantees.
- Work with over a dozen TSF committees that develop and oversee the Foundation's research, education, innovation, and humanitarian outreach fellowships and awards.
- Assure timely disbursement of awards and supervise effective communication with recipients.
- Work with affiliated organizations to promote award opportunities and announce awardees.
- Oversee TSF receptions and other events.
- Manage support staff and oversee all office functions, including compliance and financial reporting, and vendor relations.
- Regularly evaluate and enhance TSF's use of staff and software resources to optimize TSF administration.
- Perform other tasks assigned.

Required Skills and Experience

- Bachelor's degree in a related field is required. Master's degree preferred.
- The successful candidate will have a minimum of five years' experience at a 501(c)(3) organization, experience in the field of fundraising and foundations, and familiarity with associations.
- An equivalent combination of education, training and experience is also considered.

Personal Qualities and Competencies

- Outstanding verbal and written communications skills.
- Ability to work effectively with surgeon leaders and senior management of STS.
- Excellent organizational skills.
- Ability to handle multiple projects simultaneously.
- Energy, creativity, initiative, eagerness to learn, and professionalism are required.
- Ability to perform work in alignment with STS core values: Leadership, Quality, Professionalism, Innovation, Collaboration, and Inclusion and Belonging.

Compensation

The salary range for this position is \$150,000 - \$170,000. 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. Candidates from historically underrepresented and marginalized communities are encouraged to apply.

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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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