

The American Board of Preventive Medicine (ABPM) is seeking an Executive Director. Primary consideration will be given to applications received in the Board office by January 1, 2012. A brief email notification of intent to apply sent by 12/15/11 is appreciated but not essential.

The ideal candidate is a board certified Preventive Medicine specialist with recognized standing in the field, proven leadership and managerial skills, and a broad understanding of, and experience with current issues in board certification. The candidate should be able to quickly establish credibility with physicians and other medical professionals, have strong strategic planning and possess visionary leadership to manage change for a growing organization.

About the Organization

ABPM certifies physicians specializing in Preventive Medicine in the United States. ABPM is one of 24 medical specialty certification boards recognized by the American Board of Medical Specialties (ABMS), a non-profit umbrella organization established in 1933 to create uniformity in physician certification. ABPM is governed by an 11-member Board of Directors (Trustees).

ABPM certifies physicians in the three specialty areas of Preventive Medicine: (1) Aerospace Medicine; (2) Public Health and General Preventive Medicine; and (3) Occupational Medicine. It also certifies in three subspecialties of Preventive Medicine: (1) Medical Toxicology; (2) Undersea and Hyperbaric Medicine, and (3) Clinical Informatics. There are approximately 10,700 "diplomates" who have been certified by ABPM.

The work of ABPM is focused primarily on two major activities: the development and administration of initial certification examinations, and the administration of the Maintenance of Certification program. The ABPM initial certification process comprises two examinations – in core preventive medicine knowledge and in the specialty area. Other activities that support these functions include communication to diplomates of requirements and collaborative activities with other organizations. The ABPM organizational culture is highly effective, successful and respected, due in large part to its adherence to a clear mission and set of objectives. Its reputation in the preventive medicine community is a result of high standards of excellence, an unparalleled commitment to the health of patients and populations, and a strong and focused work ethic on the part of both volunteers and professional staff. For more information about ABPM, visit <https://www.theabpm.org>

Executive Director Position Profile

General Job Overview

The Executive Director is the chief administrative officer of the Board and as such is responsible for all functions carried out by the Board Office. The Executive Director is responsible to the Board of Directors and reports directly to the Chair. At the direction of the Board, the Executive Director advances major initiatives of the Board and assists the Board in carrying out its mission, goals, and policies. The Executive Director is responsible for assuring the smooth day-to-day functioning of the Board office and the quality of the administrative functions. These administrative functions include: communications, organization, budgeting, personnel management, strategic planning, team building, decision-making, problem-solving, and planning meetings. The successful Executive Director will capitalize on the solid infrastructure and stability of the organization, while demonstrating forward thinking and continued progress toward the goals and initiatives established by the Board of Directors.

This full-time position is based in the Chicago area. The majority of time will be spent in the Board office; however the position requires considerable travel primarily to represent the Board with other certifying bodies and professional organizations. The need to travel outside the Chicago area is approximately 1-2 times/month. It is anticipated that the Executive Director will reside in the Chicago area but commuting may be considered dependent upon the strength of the application and management plan.

Major duties of the Executive Director:

Internal Board Activities

The Executive Director carries out Board policies and coordinates all Board activities. This position oversees and works closely with the Board staff, which currently includes an Administrator, one support staff, and an anticipated new staff position. The Board staff supports all officers and committees of the Board and provides information to all clients of the Board. Working with the Administrator, the Executive Director (i) arranges and attends all meetings of the Board, (ii) finalizes the agenda for each meeting in conjunction with the ABPM Chair, (iii) assists all committee chairs in preparation for committee meetings, and (iv) prepares the minutes of all Board meetings. Other specific internal activities include the following:

- Prepare an annual budget and submit the budget to the Treasurer. Assure that ABPM financial matters are carried out in accordance with established policies and procedures.
- Update and revise the informational and application material disseminated by the Board and assure that these materials reflect current Board policy. Bring to the attention of the Board Members policy and administrative issues which need Board discussion and resolution.
- Report to the Board regarding activities of ABMS, ACGME RRC, and other entities that may impact the Board.
- Research issues and prepare papers, as appropriate, for consideration by the Board.
- Confer with ABPM's legal counsel when appropriate for document preparation or other related considerations.
- Assure that examination applications are processed appropriately and information is provided to applicants and candidates. Work with ABPM Vice-Chairs to assure smooth functioning of the application review process and timely notification of Board action concerning approval/disapproval to sit for certifying examinations.
- Assure that the examination process runs smoothly and examination results are reported in an expeditious manner. Work with the Chair, Examination Committee, Vice-Chairs and Board staff to prepare the examinations. Support the administration of the examinations and assure that any problems are corrected.

External Activities

The Executive Director provides the principal interface between the Board and its constituents and is responsible for assuring that the Board is represented in the best possible manner to all constituents and outside groups. In addition to working closely with the professional staff and the Board of Directors, the Executive Director is expected to:

- Attend meetings of the ABMS. The Executive Director may serve as the ABPM delegate, a Director on the ABMS Board of Directors, or chair ABMS committees and/or working groups.
- Attend meetings of the ACGME RRC for Preventive Medicine as an ex-officio member.
- Develop and maintain relationships with national Preventive Medicine organizations, residency training program directors, and similar groups as directed by the Board.
- Represent the ABPM at the annual meetings of the American College of Preventive Medicine, the American College of Occupational and Environmental Medicine, and the Aerospace Medical Association as an ABPM representative.

Position Requirements and Preferences:

Education and Experience: The successful candidate will have a doctorate degree and a minimum of 5 years of senior-level experience in healthcare/medicine. A physician who has completed Preventive Medicine residency training is preferred and, if a physician, the successful candidate must be ABPM board-certified. Previous experience as an association Executive Director and/or other experience in nonprofit management or prior leadership within organized medicine is preferred. Knowledge of, or a background in graduate medical education, certification, evaluation or accreditation programs and practices is an asset. Candidates must demonstrate a commitment to advancing medical education and training and the ability to advance the continued development of effective certification programs in Preventive Medicine.

The following capabilities are essential to the position:

1. Demonstrating ability to effectively manage an organization's staff;
2. Building effective alliances, relationships and partnerships with related organizations and creating opportunities to network, collaborate and exchange information;
3. Developing and implementing strategic plans and initiatives and identifying and prioritizing short and long-term organizational needs and resources;
4. Facilitating team-building with staff and related organizations on an on-going basis;
5. Leading and managing a complex organization with diverse constituencies through important change and growth; and
6. Serving as the public voice of, and spokesperson for an organization.

Experience with finance/business and business systems, and enhancement of programs and services is an asset.

The following skills and abilities are essential:

1. Visionary leadership in order to capitalize on opportunities and to identify challenges and the resources necessary to meet those challenges;
2. Effective, clear and concise communication, both orally and written with the Board of Directors, staff and industry leaders;
3. Consensus-building among diverse constituencies and competing interests, in order to further common goals and objectives; and
4. Timely completion of action items as set forth by the Board of Directors.

The search for an Executive Director is being conducted by the ABPM, 111 West Jackson Blvd, Suite 1110, Chicago, IL 60604. Applicants should provide a 1-2 page narrative describing interest, professional qualifications, and salary requirements; a resume/curriculum vitae; and 5 professional references to Kurt Hegmann, MD, MPH, ABPM Chair, at searchcommittee@theabpm.org. For more information concerning the application process, please contact Kristine Pasciak, ABPM Administrator, kdh@theabpm.org at the Board office.