



Position Specification

The American Board of Anesthesiology, Inc. (ABA) Executive Director, Administrative Affairs

March 2020

Position	Executive Director, Administrative Affairs
Organization	The American Board of Anesthesiology, Inc. (ABA)
Mission	To advance the highest standards of the practice of anesthesiology.
Location	Raleigh, North Carolina
Reporting Relationship	The Executive Director reports to the Board of Directors via the Secretary
Website	http://www.theaba.org/ABOUT/About-the-ABA

ORGANIZATION OVERVIEW

The American Board of Anesthesiology, Inc. (ABA), is a nonprofit organization and a member board of the American Board of Medical Specialties. As the certifying body for anesthesiologists since 1938, the ABA is committed to partnering with physicians to advance lifelong learning and exceptional patient care. The Board administers initial and subspecialty certification exams as well as the Maintenance of Certification in Anesthesiology® (MOCA®) program, which is designed to promote a commitment to quality clinical outcomes and patient safety. We are dedicated to elevating expertise in an evolving profession. We work together with physician anesthesiologists to ensure they provide the best care possible for every patient, every day. The ABA's annual revenue is approximately \$18M with nearly 70 staff.

The Board examines and certifies physicians who complete an accredited program of anesthesiology training in the United States and voluntarily apply to the Board for certification or maintenance of certification. The ABA exists to:



- Advance the highest standards of practice by fostering lifelong education in anesthesiology.
- Establish and maintain criteria for the designation of a Board certified and subspecialty certified anesthesiologist.
- Inform the Accreditation Council for Graduate Medical Education (“ACGME”) concerning the training required of individuals seeking certification as such requirements relate to residency training programs in anesthesiology.
- Establish and conduct those processes by which the Board may judge whether a physician who voluntarily applies should be issued a certificate indicating that the required standards for certification or maintenance of certification as a diplomate of the ABA or its subspecialties have been met. Serve the public, medical profession, health care facilities and organizations, and medical schools by providing the names of physicians certified by the Board.

KEY RESPONSIBILITIES

In furtherance of The American Board of Anesthesiology’s mission and vision, the Executive Director works collaboratively with the Board of Directors, staff, and other constituencies to provide leadership in executing the strategic priorities of the organization. They lead the staff in the implementation of the strategic plan's goals and objectives and in the management of all other aspects of the organization.

Among the Executive Director’s primary roles and responsibilities are the following:

- Promotes a vision and strategic direction aligned to the ABA’s Strategic Plan.
- Supports strategic vision inside and outside the organization.
- Collaborates effectively with department leaders and staff to execute strategic objectives and results.
- Provides organizational and operational leadership and direction to the ABA office. The Executive Director will communicate Board decisions, policies and programs to the employees.
- Takes responsibility for recruitment and selection of high-quality staff using methods to ensure a diverse applicant pool.
- Maintains organizational infrastructure that assures consistency and continuity in the performance of ABA activities and the execution of ABA policies. The Executive Director will be accountable for the definition of measurable goals and objectives to assess performance.
- Promotes a culture based on continuous learning principles, open communication, team building, cooperation and a commitment to excellence and service. The Executive Director will maintain a work environment that motivates and rewards employees for individual achievements and team contributions.
- Oversees preparation of the annual budget and monitors revenue and expenditures relative to the approved budget. The Executive Director will successfully utilize ABA human, financial, and technical resources.
- Discharges the legal, financial and contractual obligations of the ABA.



- Requests legal assistance and monitors the progress of any cases involving the ABA.
- Informs the ABA Secretary about Board and office administration matters.
- Collaborates with the ABA President to set the agenda and coordinates plans for Board of Directors meetings. Oversees the preparation of materials for ABA meeting books.
- Attends all meetings of the ABA Board of Directors and drafts minutes of Board of Directors meetings. Submits an annual report to the Board of Directors.
- Serves on the Executive and Finance Committee and the Research Committee and serves as an *ex officio* member of all other ABA committees.
- Oversees the administration of ABA policies concerning requests for nonstandard examinations and formal review of an ABA decision.
- Provides advice and information to the Board, ABA committees and individual directors on matters of relevance or interest.
- Collaborates with ABA committees and individual directors to change or propose new policies and programs that encourage and improve efficiency and quality of service.
- Recommends director assignments to the incoming ABA President.
- Attends business meetings of all Examination Committees (i.e. In-Training Exam, BASIC Exam, ADVANCED Exam, OSCE Development Committee, and subspecialty exam committees).
- Performs other duties as assigned.

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

The ideal candidate is an executive-level leader, with the professional experience and competencies to lead an innovative, complex organization in this dynamic healthcare environment. They have held a leadership position in in the healthcare sector with an organization of similar or larger scale and complexity. They are a charismatic, authentic, entrepreneurial leader with extensive knowledge of healthcare related issues, processes, and policies.

The Executive Director should have the following experience, qualifications and personal traits:

- Sound leadership and management skills, communication and listening skills, and experience creating a vision, both internally and externally. Also, an ability to anticipate emerging issues of importance to the organization and to translate those issues into actions that advance the ABA's mission.
- Managerial experience with an organization that has a budget of at least \$15 million.
- An outstanding reputation and strong leadership skills. Enthusiasm and passion for ABA's mission and philosophies.
- A diplomatic demeanor with a positive attitude and hands-on style, and the view that this position provides a continuous opportunity to enhance the role of the ABA, as well as impact national health care.
- An ability to effectively interface and collaborate with varied constituent groups, including staff, board members, volunteers, and external organizations.



- Demonstrated ability to communicate effectively with individuals in a decisive, time-responsive manner and an ability to work with diverse groups and build consensus.
- Strong understanding of financial and accounting practices.
- Demonstrated commitment to service and continually exhibit a customer service culture.
- Demonstrated flexibility in rapidly changing conditions and ability to think logically and analytically in a problem-solving environment.
- An ability to translate complex medical information to external and internal audiences.
- Demonstrated dependability for own actions and their consequences, and for the performance of our functions and duties.
- An ability to work concurrently on multiple tasks and projects with excellent delegation and managerial skills.
- An ability to be flexible and available to the ABA Board as needed.
- An ability to work as part of a team; able to work well in partnership with a variety of staff and other organizations.
- Demonstrated willingness to keep technical skills and knowledge up-to-date.
- An in-depth understanding of contemporary techniques in marketing and communications, and the ability to effectively apply them in practice.
- Proven ability to manage relationships with vendors and consultants.
- A basic understanding of quality assurance techniques as they relate to marketing and communications collateral and website testing.
- A willingness to travel both to meetings and related events.
- Openness, energy and commitment, a strong work ethic, political sensitivity, creativity and honesty.
- A dependable, trustworthy, and personable team builder.
- An independent self-starter with strong interpersonal skills and the ability to manage an evolving and growing organization.
- Excellent verbal, written, and presentation and organizational skills. Strict attention to detail.

EDUCATION

A Bachelor's Degree is required. A Master's degree in business or management is preferred.

COMPENSATION

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



KORN FERRY CONTACTS

Lorraine Lavet

Senior Client Partner
12012 Sunset Hills Road, Suite 920
Reston, VA 20190
Ph: 703-873-3213
Email: lorraine.lavet@kornferry.com

Kelly Ashmore

Associate
233 S. Wacker Drive, Suite 700
Chicago, IL 60606
Ph: 312-526-0561
Email: kelly.ashmore@kornferry.com

Thomas Giella

Senior Client Partner
233 S. Wacker Drive, Suite 700
Chicago, IL 60606
Ph: 312-375-0629
Email: thomas.giella@kornferry.com

Emily Reda

Project Coordinator
12012 Sunset Hills Road, Suite 920
Reston, VA 20190
Ph: 703-873-3212
Email: emily.reda@kornferry.com