EXECUTIVE DIRECTOR, ADMINISTRATIVE AFFAIRS

Our Organization

We are a medical specialty certifying board serving anesthesiologists. Since 1938, we have been administering certification exams and today we take an innovative approach to continuing certification and learning. We foster practice standards that instill confidence and trust that board-certified anesthesiologists have the knowledge and skills to provide high-quality patient care. We are dedicated to elevating expertise in an evolving profession. Our mission is to advance the highest standards of the practice of anesthesiology. We work together with physician anesthesiologists to ensure they provide the best care possible for every patient, every day.

Background

Reports to: ABA Board of Directors via the Secretary

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.

Education

Master’s degree in business or management is preferred.

Skills

- Demonstrate a commitment to service and continually exhibit a customer service culture.
- Demonstrate dependability for own actions and their consequences, and for the performance of our functions and duties.
- Demonstrate flexibility in rapidly changing conditions.
- Proven ability to communicate clearly and concisely with a professional constituent base, both orally and in writing.
• Excellent interpersonal and leadership skills, with a strong ability to effectively interface and
collaborate with varied constituent groups, including staff, board members, volunteers, and
external organizations.
• Excellent writing and editing skills. Strict attention to detail.
• Ability to translate complex medical information to external and internal audiences.
• Independent self-starter with strong interpersonal and communication skills.
• Ability to think logically and analytically in a problem-solving environment.
• Ability to work concurrently on multiple tasks and projects.
• 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.

Experience

Successful candidates will have extensive leadership experience within a similar sized or larger organization.
In addition, the ideal candidate should have the following qualifications:

Experience

• 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.
• Demonstrated ability working with diverse groups and building consensus.
• Strong understanding of financial and accounting practices.
• Managerial experience with an organization that has a budget of at least $15 million.

Personal Attributes

• An outstanding reputation and strong leadership skills. Enthusiasm and passion for ABA’s mission and
philosophies.
• Demonstrated ability to communicate effectively with individuals in a decisive, time-responsive manner.
• Excellent verbal, written, and presentation skills.
• Strong interpersonal skills and the ability to manage an evolving and growing organization.
• Excellent organizational skills.
• 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 be flexible and available to the ABA Board as needed.
• A willingness to travel both to meetings and related events.
• Openness, energy and commitment, a strong work ethic, political sensitivity, creativity and honesty.
• Excellent delegation and managerial skills.
• A dependable, trustworthy, and personable team builder.
Key Responsibilities

The Executive Director is responsible for shaping the ABA’s operational vision and culture, leading and developing staff and organizational capabilities, and ensuring that all decisions policies and programs approved by the ABA Board of Directors are implemented.

Shapes the ABA’s Operational Vision and Culture:

- 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.

Develops Staff and Organization Capabilities:

- Takes responsibility for recruitment and selection of high-quality staff using methods to ensure a diverse applicant pool.
- Maintain 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 corporate 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.

Manages Performance Resources:

- Oversee preparation of the annual budget and monitor revenue and expenditures relative to the approved budget. The Executive Director will successfully utilize ABA human, financial, and technical resources.
- Discharge the legal, financial and contractual obligations of the ABA.
- Request legal assistance and monitor the progress of any cases involving the ABA.
- Inform the ABA Secretary about Board and office administration matters.
- Collaborate with the ABA President to set the agenda and coordinate plans for Board of Directors meetings. Oversee the preparation of materials for ABA meeting books.
- Attend all meetings of the ABA Board of Directors and draft minutes of Board of Directors meetings. Submit an annual report to the Board of Directors.
- Serve on the Executive and Finance Committee and the Research Committee and serve as an ex officio member of all other ABA committees.
- Oversee the administration of ABA policies concerning requests for nonstandard examinations and formal review of an ABA decision.
- Provide advice and information to the Board, ABA committees and individual directors on matters of relevance or interest.
- Collaborate with ABA committees and individual directors to change or propose new policies and programs that encourage and improve efficiency and quality of service.
- Recommend director assignments to the incoming ABA President.
• Attend business meetings of all Examination Committees (i.e. In-Training Exam, BASIC Exam, ADVANCED Exam, OSCE Development Committee, and subspecialty exam committees).
• Perform other duties as assigned.

**Special Requirements**

• Ability to travel on occasion up to 10% with overnight stays
• Ability to lift up to 30 pounds maximum.
• Ability to work on feet consistently for extended periods of time
• Ability to sit for extended periods of time