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a s s o c i a t e s

Executive Search



Executive Officer

Client Overview

The [American Society for Investigative Pathology \(ASIP\)](http://www.asip.org) has retained Sterling Martin Associates to search for its next **Executive Officer**. The position is located in Rockville, MD outside of Washington, DC.

The American Society for Investigative Pathology (ASIP) is a 501(c)(3) professional membership society dedicated to promoting the discovery, advancement, and dissemination of basic and translational knowledge in experimental pathology and related disciplines. ASIP is the premiere research society for pathology. ASIP advocates for the practice of investigative pathology and fosters the professional career development and education of its 1,100 members, who come from academia, government, hospitals and other medical facilities, and the pharmaceutical industry. ASIP is a member of the Federation of American Societies for Experimental Biology (FASEB), a coalition of independent societies that plays an active role in advocating for the interests of 115,000 biomedical scientists. ASIP is also a charter member of the Intersociety Council for Pathology Information (ICPI), a 501(c)(3) coalition of national pathology organizations dedicated to providing information about pathology training programs and career opportunities for pathologists.

Established in 1913 and headquartered in Rockville, MD, ASIP is governed by a 12-member Council that includes five officers, two Councilors-at-Large, and five committee chairs. The day-by-day affairs of the organization are overseen by the Executive Officer who also serves as an *ex officio*, non-voting member of the Society Council. Nine committees guide the organization's activities. The staff includes eight professionals whose activities are devoted to ASIP and four additional staff members who manage *The American Journal of Pathology* and ASIP's other publications. ASIP's has an annual budget of approximately \$3M. For more information, please visit www.asip.org.

Executive Officer

ASIP is seeking an Executive Officer who will report to and work with the Council and its Executive Committee to develop and implement the Society's strategic initiatives. S/he will be expected to have the energy and vision to achieve the Society's goals. In addition to overseeing the day-by-day management of the Society, the Executive Officer will oversee continuing medical education programs and provide support for planning ASIP's annual meetings and conferences. S/he will manage the *Journal* staff and will be responsible for overseeing the publication of ASIP's journals as well as the Association's newsletters and other print publications. In addition, s/he will manage ICPI operations and publication of its *Directory of Pathology Training Programs*.

The Executive Officer will serve as the face of ASIP, both internally and externally. S/he will be an excellent communicator and relationship-builder, with strong leadership skills. Finally, the Executive Officer will be responsible for promoting a dynamic, efficient organizational culture that embraces growth, ensures accountability, and maintains ASIP's long tradition of transparency and integrity.

Specific Duties & Responsibilities

Under the general direction of ASIP's Council, the Executive Officer will oversee a broad array of Society activities, including the following:

Strategy, Vision, and Governance

- Serve as partner to the ASIP Council for all strategic planning processes.
- Serve as the primary liaison to the Council.
- Provide administrative support as necessary for Council-approved projects.
- In cooperation with ASIP's research consultants, ensure that the Council is provided with necessary and up-to-date information for policy-making purposes.
- Work in partnership with the Executive Committee and Council by participating actively in all Council and Executive Committee meetings and calls.
- Partner with the President and President-Elect to help plan their terms of office and set agendas, oversee minutes, and follow up on action items.
- Plan and coordinate meetings of the Council in close cooperation with ASIP's President.
- Work with the President and ASIP staff on recruiting volunteers for committee and leadership service and see that all committees and *ad hoc* task forces are appropriately staffed.
- Provide an open line of communication to the Council and keeping the Council informed of issues affecting ASIP.
- Provide administrative support and act as a staff advisor to any Council-established committees that may be organized as an adjunct to ASIP.

Science Policy

- Working closely with the Research & Science Policy Committee, ensure that the public affairs concerns of ASIP members are heard within ASIP, in cooperation with FASEB and in the wider biomedical and research communities.

CME/SAM Programs | Publications | Meetings

- Oversees ASIP's Continuing Medical Education (CME) and Self-Assessment Modules (SAM) Programs.
- Oversees the publications staff to ensure that ASIP's publications remain of the highest quality, including the *American Journal of Pathology*, the *Journal of Molecular Diagnostics*, ASIP's career brochures, and the organization's newsletter, *ASIP Pathways*, for which the Executive Officer serves as editor.
- In cooperation with the Program Committee, oversees ASIP's Annual Meeting as well as other meetings presented by ASIP throughout the year.
- Oversees the activities of the Intersociety Council for Pathology Information (ICPI).
- Provides executive oversight for meetings managed on behalf of other societies and groups.
- Works closely with ASIP leaders to represent ASIP and serves as a liaison to other organizations such as the American Board of Pathology (ABP), Intersociety Council for Pathology Information (ICPI), Intersociety Pathology Council (IPC), Association of American Medical Colleges (AAMC), and Pathology Roundtable.
- Serves as the primary liaison to the Federation of American Societies for Experimental Biology (FASEB); attends all FASEB Board Meetings and participates on various committees and subcommittees.

Management & Administration

- With the Chief Financial Officer, prepares the annual budget for recommendation to the ASIP Council.
- Maintains a watchful eye on ASIP's finances and reports regularly on ASIP's financial condition.
- Oversees ASIP's investment and reserves policies and ensures that ASIP is moving in the right direction in these areas.
- Ensures that ASIP remains current on the law as it affects human resources.
- Directs the ASIP and journal staffs on a day-by-day basis.
- Hires, counsels, and evaluates all staff.
- Ensures that the Employee Handbook remains up-to-date and relevant.
- Oversees the lease provisions for ASIP's office space.
- Allocates office space to ensure optimal productivity.
- Oversees office systems (IT services, telecommunications, copiers, websites, etc.) and engages appropriate vendors to ensure the smooth functioning of such systems.
- Responsible for signing all contracts on ASIP's behalf.

Other

- Oversees ASIP's archives management, ensuring that all historical materials and information remain catalogued and available for review.

Ideal Background & Experience | Qualities & Characteristics

Qualified candidates for the position of Executive Officer will be visionary leaders and inspirational spokespeople with a successful record of accomplishment in executive management. Candidates will be expected to understand, embrace, and advance ASIP's mission as the "premier research society for pathology" and to appreciate and support the role that its members play. All candidates will also be expected to present the following:

- Bachelor's degree required; advanced degree (master's, PhD or MD preferred).
- Certified Association Executive (CAE) designation a plus.
- Significant experience in the healthcare arena, with experience in the field of pathology a plus.
- A minimum of five years' previous CEO, Executive Director or other senior leadership experience preferred.
- Strong business and financial acumen.
- Experience working with a volunteer-driven organization as either a staff member or volunteer desirable.
- Demonstrated ability to plan strategically and think tactically.
- Experience as a change agent, strategic thinker, and relationship/consensus builder.
- Experience working with a governing board on strategy and implementation.
- Demonstrated understanding of governance issues, including board management and dynamics.
- Experience growing membership, including cultivation of new members and retention and stewardship of existing members.
- Experience conducting strategic outreach to the public.
- Experience building coalitions and strategic partnerships.
- Knowledge of and experience with legislative and advocacy issues and processes, especially as they relate to national healthcare policy and reform.
- Experience planning and implementing meetings.
- Experience overseeing publications and scientific journals.
- Superior communications skills, both written and oral, and experience with public speaking.
- Previous oversight of budgeting and financial management of an organization of ASIP's size and scope.
- Ability to set priorities, delegate responsibilities, and mentor, motivate, and develop a senior-level staff.
- A creative and entrepreneurial spirit and orientation.
- Superior interpersonal and communications skills.

- A charismatic nature and personality.
- Calmness and determination to move ASIP forward.
- Integrity and commitment to the highest standards of operations.

Compensation & Benefits

ASIP's compensation and benefits package is consistent with that of FASEB whose member societies offer competitive salaries and a comprehensive benefit package that includes medical, dental, vision, life, short/long-term disability insurance; flexible spending account, 403(b) retirement plan, free parking, 10 paid holidays, sick leave and generous vacation. The position is available immediately.

To apply, please send a cover letter and current résumé or *curriculum vitae* (Microsoft Word® format preferred) to asip@smartinsearch.com. *A well-crafted cover letter outlining how your background and experience relate to the position is considered an important part of the candidate review process.* All applications will be acknowledged.

ASIP is an equal opportunity employer.

For more information, please contact:

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