



Position Specification

For the position of
Executive Director and Chief Executive Officer



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| Position | Executive Director and Chief Executive Officer |
| Company | The American Academy of Physical Medicine and Rehabilitation (AAPM&R) |
| Location | Rosemont, Illinois |
| Reporting Relationship | <p>The Chief Executive Officer reports to the President or his/her designee and the Board of Governors.</p> <p>The Chief Executive Officer directly supervises:</p> <ul style="list-style-type: none"> ▪ Associate Executive Director, Business and Resource Development ▪ Associate Executive Director, Education ▪ Associate Executive Director, Health Policy and Practice Services ▪ Associate Executive Director, Quality and Research Initiatives ▪ Associate Executive Director, Specialty Engagement and Market Development ▪ Director, Accounting ▪ Director, Human Resources ▪ Volunteer Director & Executive Assistant to the ED/CEO and Board of Governors |
| Website | https://www.aapmr.org |



Company Background/Culture

The American Academy of Physical Medicine and Rehabilitation (AAPM&R) is the national medical specialty organization representing more than 10,000 physicians who are specialists in physical medicine and rehabilitation (PM&R). PM&R physicians, also known as physiatrists, treat a wide variety of medical conditions affecting the brain, spinal cord, nerves, bones, joints, ligaments, muscles, and tendons. Physiatrists utilize cutting-edge as well as time-tested treatments to maximize function and quality of life.

The world of PM&R has seen countless changes, challenges and advancements, but one thing has remained the same: AAPM&R's commitment to serve their member physicians. AAPM&R is leading the way in bringing the specialty together and advancing your vision and our future.

Located in Rosemont, a Chicago suburb near O'Hare airport, AAPM&R has an operating budget of approximately \$14M and a staff of 45.

The Opportunity

The Executive Director and Chief Executive Officer (CEO) serves as the Chief Administrative Officer of the Academy. The CEO recommends and assists in formulation of new policies and modifications to existing policies. Through the application of sound management practices and business principles, the CEO achieves strategic plan goals and objectives, financial and organizational growth and dynamic programming. S/he manages the organization and makes decisions within established organizational policy. The CEO maintains clear, consistent and concise communications with officers and staff and plans, organizes, directs and coordinates the staff, programs, and activities of the Academy to assure that objectives are attained. S/he serves as chief staff liaison with the Foundation for Physical Medicine and Rehabilitation, and other medical associations, consumer and other constituency organizations, legislators, regulators and the public.

Key Responsibilities

Within the limits of the bylaws and policies established by the Board of Governors, the CEO is responsible for and has authority to accomplish the duties set forth below:

- Advises the President and the Board of Governors on the condition of the Academy, and issues affecting the organization and its members. Attends and reports at all meetings of the Board of Governors.
- Formulates and recommends to the Board of Governors and Committees modifications to existing policy and formulation of new policy which will further the attainment of the objectives of the Academy.
- Directs, supervises and coordinates all programs, projects and major activities of the Academy as approved by the Board of Governors and participates actively in the strategic planning process.
- Cooperates with the Treasurer, the Finance Committee and the Board of Governors in establishing a program of fiscal responsibility for the Academy; develops, recommends and upon Board approval, operates within an annual budget.
- Manages the finances of the Academy in accordance with the Bylaws, budget, and established Board of Governors policy.
- Participates in the development of advocacy strategies and directs implementation of those strategies.



- Thinks strategically, globally, and futuristically, considering the needs of the profession and entire membership, including competing factions and trends.
- Serves on the Board of the Foundation for PM&R as an ex officio without a vote.
- Recruits, employs, trains and motivates all employees of the Academy and maintains a sound and effective organizational structure for the Academy.
- Defines duties, establishes performance standards, conducts performance reviews and evaluations of employees and maintains a competitive compensation structure for all employees of the Academy.
- Work with the Board and staff to develop plans to expand the program base, grow membership, and develop programs that address emerging, non-traditional constituencies.
- Identify, evaluate, and prioritize opportunities for international growth. Determine appropriate business strategy and assess resource requirements.
- Provides necessary liaison and staff support for committees appointed by the Board of Governors, within financial limits, in order to establish such committees to properly perform their appointed duties.
- Supervises planning and implementation of planning, promotion and administration of all official meetings of the organization, including the Annual Assembly. Exercises control over all meeting budgets, venues and programming to achieve financial and educational objectives.
- Provides executive leadership and strategic counsel to the Academy's corporate relations activity. Serves as the senior staff liaison with corporate partners, corporate sponsors, and other funding entities.
- Manage complex constituencies and stakeholders, including the ability to effectively manage internal and external conflicts.
- Maintains official minutes of the Board of Governors and other official meetings of the Academy.
- Executes contracts and agreements authorized by the Board of Governors.
- Performs other duties and responsibilities as assigned by the President and the Board of Governors.

Professional Experience/Qualifications

The ideal candidate for the CEO role will possess the following background, experience, and skills:

- Minimum of 10 years of progressive management experience in similar non-profit organizations.
- Excellent interpersonal and communication skills, including written and presentation abilities.
- Knowledge of the needs and capabilities of a nonprofit member-driven organization.
- A strategic thinker, able to effectively partner with volunteers and lead staff.
- Experience defining, planning, and shaping strategies and initiatives that set direction for the organization to meet member/customer needs.
- Ability to cultivate and nurture community coalitions.
- Both hands-on and oversight experience in conducting special events and individual giving campaigns.
- Outstanding staff and volunteer leadership skills.
- Extensive experience in donor stewardship, program delivery, and volunteer recruitment.



Internal Relations

- Regular, ongoing contact with all staff members and legal counsel, Elected Leadership, Executive Committee, and Board of Governors.
- Serves as an ex officio member of the Board of Governors and Finance Committee.
- A record for building and leading a highly professional, knowledgeable, and diverse staff team in a performance driven, dynamic, and results-oriented environment. A commitment to diversity, equity, and inclusion.
- Applies broad knowledge and seasoned experience to address complex issues, deal with uncertainty, and make tough and timely decisions.

External Relations

- The position requires significant travel, including attendance at all meetings of the AAPM&R requiring the presence of the CEO, including but not limited to the AAPM&R Annual Assembly; Board, committee and task force meetings, and others as needed. Additionally, the CEO will represent the AAPM&R at meetings of the American Medical Association, the Association of Academic Physiatrists, BAAR, CMSS, and others as necessary.
- Insight into practices and trends in the health care industry as it relates to physiatrists. Knowledge should include a high-level understanding of key issues and trends in policy, reimbursement and regulatory requirements.
- Represents the Academy in various venues both within medical and the association management communities.
- Represents the Academy's interests by participating in meetings and other activities of coalitions, alliances, or organized functions.
- Interacts regularly with colleagues in national medical specialty societies, other medical and health care organizations, representing the policies, positions, and attitudes of the organization.
- Maintains contact with stakeholders in business, government, regulatory agencies, and others to assure Academy representation.
- Ability to communicate complex professional and advocacy issues.

Education

A bachelor's degree is required. An advanced degree is preferred.

Compensation

A competitive compensation package will be provided to attract outstanding candidates.

Korn Ferry Contacts



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