JDG ASSOCIATES, LTD.

EXECUTIVE DIRECTOR

JDG Associates has been retained by the Society for Healthcare Epidemiology of America (SHEA) to conduct a search for its Executive Director.

The Client:

Founded in 1980, SHEA’s mission is to prevent and control healthcare-associated infections (HAI) and advance the field of healthcare epidemiology. SHEA’s expertise is sought by healthcare regulatory and accrediting agencies and its scientific voice guides decision-making bodies in developing rational, effective, and cost-conscious public policies. Patient safety and patient health are twin priorities for SHEA and its 2000 members. Through research, education, and policy development, SHEA strives to expand the ranks of dedicated professionals in this field and ensure that healthcare delivered at the bedside is informed by the latest science about what works to prevent and eliminate HAIs. SHEA’s member benefits include Infection Control & Hospital Epidemiology scientific journal, annual meetings and education programs including continuing medical education (CME). In addition, SHEA’s Education & Research Foundation promotes a strategic scientific research agenda, as well as education and recognition of leaders in the field. Headquartered in Arlington, VA, SHEA has a staff of six and an annual budget of $2M. For more information on SHEA please visit: www.SHEA-online.org.

The Position:

Reporting to SHEA’s Board of Trustees, the Executive Director is responsible for efficiently and effectively running the day-to-day operations of the Society and implementing the strategic initiatives and policy decisions of the Board. The ED provides overall guidance, leadership and management of the Society’s operations and supports the Society’s elected volunteer leadership. The ability to build and sustain collaborative internal and external relationships, as well as ensuring program and goal achievement, are critical to the success of the Society. A strong leader, manager and mentor, the ED manages a staff of six including those in Policy and Strategic Initiatives, Education, Member Services and Communications, Research and Practice.

Principal Responsibilities:

- At the direction of the Board, implement the strategic plan insuring goals and objectives are met and new opportunities are identified.
- Support SHEA leadership in building and maintaining a vital committee structure and task forces. Serve as staff liaison to various committees including: Annual Meeting Planning, Public Policy, Patient Safety and Quality Improvement, Education, Continuing Medical Education, External Affairs, Nominations and various taskforces.
- Foster communication between the SHEA Board and the Society’s committees to ensure appropriate and timely reporting and decision-making.
- Oversee all aspects of SHEA’s annual fall and spring meetings, including contract negotiations on facilities, hotels, vendors, and related.
- Identify and recommend future meeting destinations based on economic, member, and demographic trends.
- Ensure accreditation status is current through the Accreditation Council for Continuing Medical Education (ACCME) and state accrediting agencies, as well as other agencies as appropriate.
Provide strategic direction and guidance on membership recruitment and retention, including creating new programs to enhance member value proposition as it relates to the Society’s strategic goals.

Identify potential strategic partnerships or collaborative relationships that will raise the profile of SHEA and its members on issues that affect infection prevention and healthcare epidemiology for infectious diseases physicians, healthcare workers and their patients.

Oversee the content and operations of SHEANews, the website, and other written and electronic materials and publications.

Develop and execute short and long-term fundraising initiatives, program priorities and activities. Identify and report key results to the leadership.

Reach, and when possible exceed, Foundation fundraising goals.

Develop and manage the Society’s annual operating budget. Prepare quarterly financial reports for Board review.

Manage, guide, mentor and empower SHEA staff.

Develop and implement the Society’s organizational and administrative policies and procedures.

Requirements

Bachelor’s degree is required; an advanced degree is preferred. Senior management experience in a professional society with experience in the areas of educational programming and meetings, membership development, fundraising, public policy and advocacy, and/or board governance/support is required. Experience with scientific, engineering or medical societies is preferred. Must be strategic leader with a proven ability to develop and execute successful plans that positively affect the Society’s bottom line. Must be able to build and foster positive, collaborative relationships with all stakeholders including volunteer leadership, Society staff and external organizations. Must be an effective oral and written communicator and able to give presentations to a diverse range of audiences. Negotiation, conflict resolution, problem solving and strategic thinking skills are essential, as are strong financial management and budgeting skills.

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