POSITION OVERVIEW

The need has never been greater for physicians, physician assistants, nurse practitioners and other healthcare providers to care for the most vulnerable in our society, our mothers, fathers, grandmothers, and grandfathers. United across the private and public sectors, the dedicated medical and healthcare practitioners of post-acute and long-term care are passionate about their association, AMDA – The Society for Post-Acute and Long-Term Care Medicine (www.paltc.org). Harnessing the energy, power, and capabilities of such a community is the job of AMDA – and the leadership challenge for its next Executive Director.

As a 501(c)(6) organization, having been headquartered in the Greater Washington, D.C. area, AMDA represents a profession of more than 50,000 medical directors, physicians, nurse practitioners, physician assistants, and other practitioners. AMDA serves more than 5,500 members from skilled nursing facilities, long-term care, assisted living communities, CCRCs, home care, hospice, PACE programs, and other settings. The Society has two affiliate organizations: The American Board of Post-Acute and Long-Term Care Medicine which runs a certification program for medical directors in PALTC, credentialing Certified Medical Directors (CMDs); and The Foundation for Post-Acute and Long-Term Care Medicine which oversees awards, community outreach, education, and research with the mission to improve the quality of life for persons in PALTC through inspiring, educating, and recognizing future and current healthcare practitioners.

AMDA's next Executive Director will work with the President and Board of Directors of all three organizations, providing both the strategic mindset and managerial expertise needed to meet the expanding needs and expectations of members -- and those they serve --in this increasingly complex medical specialty of post-acute and long-term care. Given the spotlight on this subspecialty today, advocacy and strategic leadership will be instrumental to AMDA's growth and positioning. The CEO will oversee operational activities, supervise a staff team of 27 individuals, manage a budget of more than $4 million, and provide strategic direction for AMDA's value proposition and membership engagement strategies. As the face of AMDA, the ED will be expected to maintain close relationships with coalition partners, and stakeholders, notably other professional societies, academic institutions, post-acute and long-term care industry groups, and federal agencies.

The successful leader will concurrently serve as the Executive Director for The American Board of Post-Acute and Long-Term Care Medicine (ABPLM) and The Foundation for Post-Acute and Long-Term Care Medicine (the Foundation), and in partnership with their Boards and staff, oversee the affiliate organizations' mission-based activities and operations.

KEY RESPONSIBILITIES

Influence and Relationship Building

Promotes higher visibility of AMDA and the profession of post-acute and long-term care medicine with the public, government officials, academic institutions, related industry, thought leaders, and other stakeholder organizations.

- Represents AMDA and the post-acute and long-term care profession to key stakeholders to build AMDA's public image and membership, in conjunction with the President and the Board of Directors.
- Actively builds relationships with state chapters, understanding their issues and providing association resources where appropriate.
- Acts with the President of AMDA as a primary spokesperson. Works to develop relationships and raise awareness among the media and key influencers covering post-acute and long-term care issues.
- Nurtures existing relationships with federal agencies including the Centers for Medicare and Medicaid Services, the Department of Health and Human Services, The Centers for Disease Control and Prevention, the Agency for Healthcare Research and Quality, and the National Institutes of Health.
• Interacts with the membership and key stakeholders to understand their needs, maximize engagement, and promote member satisfaction.

• Pursues opportunities to increase influence with standards, regulatory, legislative, credentialing, and accreditation bodies. Ensures effective AMDA representation and advocacy.

• Leads efforts to maintain and create new alliances, partnerships, and collaborations with relevant organizations.

• Ensures the development of an annual advocacy plan to promote awareness and the work of AMDA and the interests of the post-acute and long-term medical profession.

**Strategy Development and Execution**

Provides forward-thinking leadership in the development and execution of organizational strategy.

• Positions the organizations to grow sustainably and thrive. Understands the importance of fundraising, financial management, relationship building, grant acquisition and compliance with funding partners.

• Continuously scans the environment to identify future trends affecting the post-acute and long-term care arena.

• In conjunction with the Board of Directors, articulates a clear vision for AMDA and its affiliate organizations, and implements long-range strategic plans to achieve established goals and promote the future relevancy of AMDA.

• Identifies new opportunities and/or challenges and recommends appropriate action to the Board of Directors. Mobilizes the organization to respond strategically.

• Supports the staff in developing, implementing, monitoring, and adjusting strategic and business plans.

**Governance**

Engages and works with the AMDA and the affiliates’ Board of Directors on governance, mission, vision, and strategy. Serves as a non-voting, ex-officio member of the Board and the Executive Committee.

• Co-leads the Association and affiliate organizations with the elected President and Executive Committee.

• Supports the Board President, President-Elect, other officers, committees, and volunteers.

• Works with each President to develop Board meeting content and agendas, leadership orientation, and governance development activities.

• Provides expertise and guidance in the governance of nonprofit organizations.

• Maintains awareness and directs governance, legal, and financial, and risk management reporting requirements for 501(c)(6) organizations and guides the Boards of Directors.

**Management Oversight**

Directs the operational activities of the Association, ABPLM, and the Foundation with sole and exclusive authority over staff and staff issues.

• Leads and continues to develop the organization's management team, inspiring and empowering them in their roles. Cultivates cross-division collaboration and fosters a culture of integrity, trust, teamwork, transparency, and results.

• Develops policy and procedure, in collaboration with senior management, for the operation of AMDA and the affiliates.

• Conducts operations of the national office team, within the established budget and informs the Board of significant variances with the Treasurer. Oversees budget preparation, including modeling and forecasting.
• Through inspirational leadership, motivates the staff to achieve individual outcomes that contribute to the AMDA strategic plan, drawing a direct line of vision from the plan to individual accountabilities. Hires, discharges, and establishes compensation for all employees of AMDA in accordance with the annual budget. With the staff, establishes a culture of trust, transparency and purpose.

• Executes contracts, agreements, and commitments for and on behalf of AMDA as specified by the Board of Directors and within the constraints of the annual budget.

• Maximizes operational efficiencies, focusing on meeting deadlines and exceeding expectations for all programmatic activities of AMDA. Creates and implements strategic business plans for successful association infrastructure in staffing, technology, and marketing.

• Provides support for monthly Board of Directors meetings, keeping them informed of key activities, as well as the financial condition and operations of AMDA.

• Oversees and directs the production and distribution of all printed and electronic publications on time, on budget, and with the proper editorial content. Coordinates and manages the relationship with the Editors-in-Chief of JAMDA and Caring for the Ages, and with Elsevier, AMDA’s professional publishing partner.

• Manages the relationship between AMDA and the affiliate organizations, ABPLM and the Foundation.

MEASURES OF SUCCESS

The following are examples of accomplishments the Executive Committee of the Board of Directors would consider in evaluating the success of the new ED after one to three years in the position. Ultimately, the ED and the Executive Committee will agree on more specific performance metrics in each area.

• Guides AMDA with a vibrant strategic plan to be supported by a companion annual operation plan. The strategic plan drives organizational decisions.

• Effectively manages AMDA operations and a high-functioning and motivated staff and volunteers. The AMDA culture is welcoming, trusting and supportive, with staff operating as an effective, collaborative, and unified team. Actively works to ensure cross-collaboration and cohesive engagement.

• Creates and maintains a culture of diversity, equity, inclusion, and accessibility at AMDA.

• Shows evidence of innovative programs and advocacy strategies that position AMDA to be recognized as a leader in post-acute and long-term medical care.

• Creates and implements a customer-focused membership services plan that increases membership growth, engagement, retention, volunteer leadership, and development.

• Develops relationships with additional vital stakeholders and collaborative organizations, and AMDA is included in each significant coalition and other multi-organizational meetings.

• Maintains financial stability and has framework for growth of AMDA.

• Understands and has established goals to elevate and maintain AMDA's position as an impactful organization in PALTC. Ensures AMDA continues to be a prominent voice in the field.

EXPERIENCE AND QUALIFICATIONS

• Minimum 5-10 years of broad-based executive leadership experience in a healthcare or health-related organization, equivalent to serving as a nonprofit chief executive or chief operating officer. Post-acute and/or Long-Term Care experience is a plus.

• Bachelor's degree required. Certified Association Executive (CAE) is a plus

• A keen interest, genuine passion and commitment to AMDA's mission.
• Demonstrated knowledge of nonprofit business and financial management.
• Entrepreneurial focus with a demonstrated track record of building an organization at the national or regional level.
• Experience with growth in fund development, including but not limited to Foundation management. Demonstrated success with membership and advocacy initiatives.
• Familiarity with quality assurance mechanisms and credentialing in a profession.
• Ability to continually scan the external environment in PALTC and recommend strategies for the association accordingly.
• Experience managing grants and programs.
• Understands the unique nuances for leading credentialing and certifying organizations; experience preferred.
• Proximity to Washington, D.C. metro area preferred.

ABOUT AMDA

With a membership of nearly 5,500 post-acute and long-term medical and allied health professionals in the United States, AMDA - The Society for Post-Acute and Long-Term Care is a nonprofit, independent professional association but centers much of its business in the Washington, D.C. metro area. The Association's members work in skilled nursing facilities, long-term care, assisted living communities, CCRCs, home care, hospice, PACE programs, and other settings.

The American Medical Directors Association (AMDA) was officially chartered in June 1977, when Dr. James Pattee (as the AMA’s representative) and Mr. Herman Gruber (of the AMA Aging Committee staff) went to Hilton Head, South Carolina, to swear in Dr. William Dodd as founding President of the organization.

Dr. Dodd, a family practitioner based in Macon, Georgia, recognized the need to organize and educate physicians who would fulfills the role of the physician medical director created by the federal mandate in 1975.

The Association stayed in Georgia until 1988 when it moved to the Washington, DC area, where it could better influence the momentous changes in nursing home reform. This increased activity in national public policy began a period of membership building that attracted younger primary-care physicians who were increasingly involved in long-term care.

Building on this early history, the Association has become a recognized source of expertise in clinical practice and physician leadership in PALTC. The Society’s Clinical Practice Guidelines (CPGs), for example, are referenced in the CMS State Operations Manual. AMDA’s 22 evidence-based CPGs are considered the standard care processes in the nursing home setting.

In 2014, the Society House of Delegates voted to change the organization’s name to AMDA – The Society for Post-Acute and Long-Term Care Medicine. This was done (a) to better reflect how the PALTC field had expanded to include all settings across PALTC from skilled nursing to home care and hospice; (b) to recognize that, while the Society’s historical focus has been on nursing home medical direction, the Society has always represented the entire interprofessional practice team in PALTC, including attending physicians, nurse practitioners, physician assistants, and others. Along with the name change, the House expanded membership for nurse practitioners, physician assistants, and doctordally-prepared healthcare professionals who work in PALTC. These members can serve on the Society’s board of directors.

Today, AMDA builds on its historical roots to serve a passionate membership of multi-disciplined healthcare practitioners caring for our most vulnerable.
AMDA MISSION

We promote and enhance the development of competent, compassionate, and committed medical practitioners and leaders to provide goal-centered care across all post-acute and long-term care settings. Dedicated to defining and improving quality, we advance our mission through timely professional development, evidence-based clinical guidance, and tireless advocacy for members, patients, families, and staff.

AMDA VISION

A world in which all post-acute and long-term care patients and residents receive the highest-quality, compassionate care for optimum health, function, and quality of life.

AMDA FOUNDATION MISSION

The Foundation for Post-Acute and Long-Term Care Medicine philanthropically supports the advancement of education, clinical resources, workforce and research.

AMDA FOUNDATION VISION

Quality and compassion characterize the health, function and lived experience for those in need of post-acute and long-term care.

ABPLM (American Board of Post-Acute and Long-Term Care Medicine, Inc.) MISSION

To recognize and promote physician leadership and excellence in medical direction and person centered care throughout the post-acute and long-term care spectrum via certification, advancing competence, and demonstrating value, thereby enhancing the quality of care.

ABPLM VISION

Post-acute and long-term medicine is valued by all stakeholders as a unique and specialized area of practice, requiring a defined body of knowledge, skills, and attitudes, and serving a unique population. Residents and patients of all PALTC settings receive the highest quality of care, provided by credentialed medical directors, attending physicians, and other practitioners.

WEB PRESENCE

www.paltc.org
www.paltcfoundation.org
www.abplm.org
**Vetted Solutions** is a Washington, D.C. based executive search firm specializing in association and nonprofit recruiting and consulting. We focus on CEO and senior staff positions.

For confidential consideration, please email your resume and cover letter to: AMDAEDSearch@vettedsolutions.com or call +1 202 544 4749.