

EXECUTIVE POSITION PROFILE

Chief Executive Officer



APIC[®]

**Association for Professionals in
Infection Control and Epidemiology**

This search is being conducted by:

VettedSolutions

Chicago, IL • Los Angeles, CA • Washington, DC

Telephone: +1.202.544.4749

 vettedolutions.com  [@vettedolutions](https://twitter.com/vettedolutions)  [/vetted-solutions-llc](https://www.linkedin.com/company/vetted-solutions-llc)

Vetted Solutions is a proud member of:



I. Opportunity

Scope of Position

This is an exciting opportunity for a visionary experienced healthcare and/or association leader. The Chief Executive Officer (CEO) provides leadership to the Arlington, VA based, 16,000 member Association for Professionals in Infection Control and Epidemiology (APIC), a 501(c) 3 organization, and its subsidiary through established partnerships with volunteer leaders; management of staff/consultants, headquarters, and operations; and relationships with influential individuals and organizations. The CEO actively supports the vision, values, mission and goals of APIC and its subsidiary as defined by the APIC Board of Directors and respective subsidiary Board of Directors.



The Chief Executive Officer (CEO) works in partnership with the President and Board of Directors, providing overall leadership and direction for all aspects of APIC and its subsidiary. The CEO oversees operational activities, a staff team of 50, and a combined budget of over \$15 million. APIC's subsidiary: APIC Consulting Services, Inc., (APIC Consulting) – a for profit organization. In addition, there is a close relationship between APIC and the Certification Board of Infection Control and Epidemiology, Inc. (CBIC) – a nonprofit organization. The CEO also supports the efforts of the Editor and publisher of the *American Journal of Infection Control* (AJIC).

The CEO's specific responsibilities fall into the following four major categories: Influence and Relationship Building; Strategy Development and Execution; Governance; and Management Oversight.

Key Responsibilities

Influence and Relationship Building

Promotes higher visibility of the Association and the profession in the healthcare community and with the general public, government officials, related industry, thought leaders and other stakeholder organizations.

- In conjunction with the President and Board, represents APIC and the infection prevention and control profession to key stakeholders to build APIC's public image and that of its membership.
- In collaboration with the President, acts as a key spokesperson for the Association.
- 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 and accreditation bodies. Ensures effective APIC representation.
- Cultivates relationships with other key organizations that share a common set of objectives.
- Leads efforts to create new alliances, partnerships and collaborations, particularly with relevant industry.

Strategy Development and Execution

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

- In conjunction with the Board of Directors, articulates a clear vision for APIC and recommends and implements long-range strategic plans that will achieve established goals and promote the future relevancy of the Association.

- Identifies new opportunities and/or challenges and recommends action to the Board of Directors as appropriate.
- Mobilizes the organization to respond to opportunities and challenges.
- Supports the staff in the development, implementation, monitoring and adjustment of strategic and business plans.
- Positions the organization to grow sustainably and thrive.

Governance

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

- Co-leads the association with the elected President.
- Supports the President, President-Elect, other officers, committees and volunteers.
- Works with the 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 of governance, legal and financial reporting requirements for 501(c)3 organizations and provides guidance to the Board.

Management Oversight

Directs the operational activities of the Association 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, teamwork, transparency and results.
- Develops policy and procedure, in collaboration with senior management, for the operation of the headquarters.
- Conducts operations of the headquarters within established budget and informs the Board of

significant variances. Oversees budget preparation including modeling and forecasting.

- Maintains an understanding of legal issues in the management of nonprofit organizations and ensures legal compliance and appropriate risk management.
- Hires, discharges and establishes compensation for all employees of APIC in accordance with the annual budget.
- Executes contracts, agreements and commitments for and on behalf of APIC in accordance with the terms of the employment contract and commitment authorization policy.
- Maximizes operational efficiencies, with a focus on meeting deadlines and exceeding expectations with respect to all programmatic activities of APIC.
- Provides monthly communications to the APIC Board keeping them informed of key activities, as well as the financial condition and operations of APIC.

Qualifications

- Minimum 5-10 years of broad-based executive management experience, equivalent to serving as a nonprofit chief executive or chief operating officer. Healthcare experience preferred.
- Bachelor's degree required. An advanced degree such as an MBA or PhD is strongly preferred. Certified Association Executive (CAE) is also preferred.
- A keen interest, genuine passion for and commitment to APIC's mission.
- Demonstrated knowledge of nonprofit business and financial management.
- Entrepreneurial focus with a demonstrated track record of building an organization at the national, international or regional level.
- Experience with growth and change management, including culture change.

Personal and Professional Qualities

- Ability to achieve and maintain recognition as a visionary leader. Capacity to facilitate visionary thinking, articulate a clear and collective vision. Demonstrated track record in translating vision into action and positive outcomes.
- Entrepreneurial/growth orientation able to leverage opportunities, with interest in innovative and data-driven ways to launch and sustain new programs, services and value for members and other stakeholders.
- Ability to gain the respect of and influence with key players and stakeholders in the field of infection prevention and epidemiology; and to work with staff to identify and bring in key resources and enhance APIC visibility.
- Ability to work collaboratively with individuals and groups to achieve common goals.
- Commitment to ensuring diversity and inclusion throughout the organization.
- The ability to develop and motivate a committed, experienced and talented professional staff. Is an approachable coach and mentor empowering and motivating teams within an environment built on trust.
- Measurable results in hiring, supervising, developing, leading and retaining staff and in engaging and supporting volunteers.
- The capacity to engage and support a Board that is active and committed to its role as fiduciary, steward and strategic institutional asset.
- An articulate communicator and strong public speaker.
- Effective negotiator and consensus builder.
- Personal qualities of commitment, integrity and sensitivity to the needs of others.
- Energetic, self-directed and well organized. Able to effectively address and choose among multiple competing priorities.
- Good listener and creative problem-solver who is politically savvy, collaborative and able to objectively reconcile divergent points of view.



Travel

Position may require up to 25% travel – including weekends and international.

Measures of Success

The following are examples of the accomplishments the Board of Directors would consider in evaluating the success of the new CEO after one to three years in the position. Ultimately the CEO and the Board will agree upon more specific performance metrics in each of these areas.

- APIC is guided by a vibrant strategic plan supported with a companion operational plan, and the strategic plan drives organizational decisions.
- APIC operations are being effectively managed and include high functioning and motivated staff and volunteers. The APIC culture is welcoming and supportive with staff operating as an effective and unified team.
- Diversity and inclusion are seen as hallmarks of APIC's culture.
- There is evidence of innovative programs and services that position APIC to be recognized as a leader in the field of infection prevention.
- Relationships with additional key stakeholders have been developed and APIC is included in additional multi-organizational meetings.

II. Organization Review

About APIC

APIC was founded in 1972 by a pioneering group of infection control nurses who recognized the need for an organized approach to preventing healthcare-associated infections. APIC is now a multidisciplinary organization which serves nearly 16,000 members in 48 countries.

APIC believes the healthcare system has reached a critical juncture between patient safety, infection prevention, and quality of care. Significant changes in where care is and will be delivered are central issues. These changes represent an unprecedented opportunity for infection preventionists to accelerate progress toward the elimination of healthcare-associated infections (HAIs).

APIC leaders believe this is the right time to commit to an uncompromising vision and organize the association's mission and goals around a plan to advance toward *healthcare without infection*.

APIC proposes to advance its mission to create a safer world through the prevention of infection and embrace this bold direction through patient safety, implementation science, competencies and certification, advocacy, and data standardization.

Vision

Healthcare without infection.

Mission

Create a safer world through prevention of infection.

Certification

Infection preventionists are certified under the auspices of the Certification Board of Infection Control and Epidemiology (CBIC) via obtaining the CIC® credential. The CIC® credential identifies healthcare professionals who have shown mastery in knowledge of infection prevention and control and epidemiology by sitting for and passing the



certification exam. More than 2,000 infection preventionists and other health professionals certify or re-certify each year. APIC is committed to promoting certification among members of the profession.

Board of Directors

Officers

- **Connie Steed**, MSN, RN, CIC, FAPIC (2020)
President
- **Ann Marie Pettis**, RN, BSN, CIC, FAPIC (2020)
President-elect
- **Karen Hoffmann**, RN, MS, CIC, FSHEA, FAPIC (2020)
Immediate Past President
- **Annemarie Flood**, RN, BSN, MPH, CIC, FAPIC (2021)
Secretary
- **Pat Metcalf Jackson**, RN, MA, CIC, FAPIC (2020)
Treasurer

Directors

- **Dorine Berriel Cass**, MA, BSN, RN, CIC, FAPIC (2021)
- **Katie Cary**, MT(ASCP), MPH, CIC (2022)
- **Linda Dickey**, RN, MPH, CIC, FAPIC (2020)
- **Kathleen Gase**, MBA, MPH, CIC, FAPIC (2021)
- **Tim Landers**, PhD, RN, CNP, CIC, FAAN (2022)

- **Lela Luper**, RN, BS, CIC, FAPIC (2020)
- **Carol McLay**, DrPH, MPH, RN, CIC, FAPIC (2020)
- **Joseph “Joey” Scaletta**, MPH, BSN, RN, CIC, FAPIC (2022)
- **Carol Vance**, MSN, RN, PHN, CIC (2021)
- **Erica Washington**, MPH, CIC, CPH, CPHQ, FAPIC (2022)

External Directors

- **Brian Harte**, MD (2021)
- **Jodi Vanderpool**, MBA, LNHA, CBPPS, HACP (2020)

Headquarters

1400 Crystal Drive, Suite 900
Arlington, VA 22202

Web Presence

Web: www.apic.org
 Facebook: [@APICInfectionPreventionandYou](https://www.facebook.com/APICInfectionPreventionandYou)
 Twitter: [@apic](https://twitter.com/apic)
 LinkedIn: www.linkedin.com/groups/5186466/

III. About Vetted Solutions

Vetted Solutions is a Washington, D.C. based executive search firm specializing in association, nonprofit, and hospitality/destination marketing community, recruiting and consulting. We focus on senior staff and CEO positions. For confidential consideration, please email your resume and cover letter to APICCEOsearch@vettedsolutions.com or contact Vetted Solutions at +1 202 544 4749.

For more information about Vetted Solutions, please visit us at:

 vettedsolutions.com  [@vettedolutions](https://twitter.com/vettedolutions)  [/vetted-solutions-llc](https://www.linkedin.com/company/vetted-solutions-llc)

Vetted Solutions is a proud member of:

