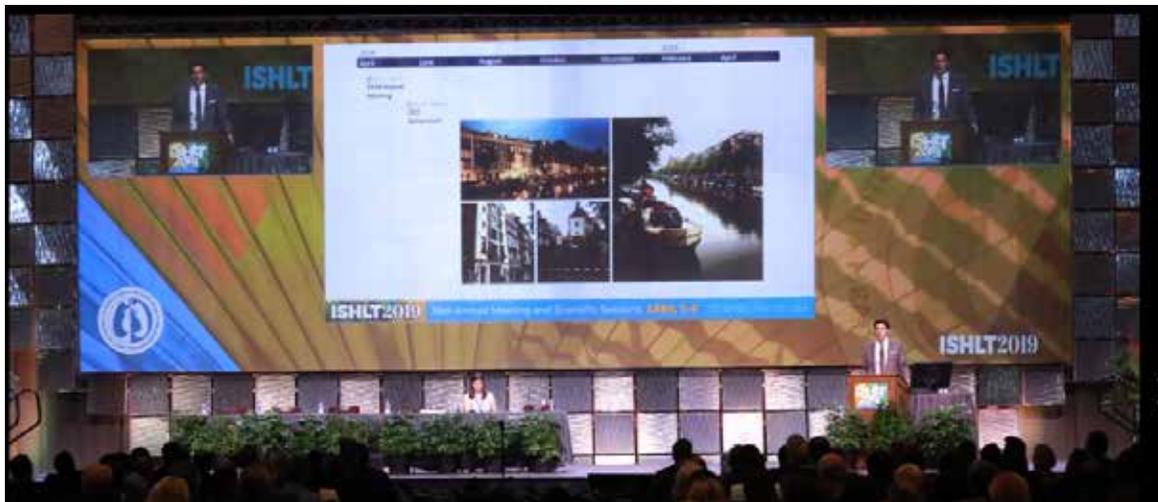
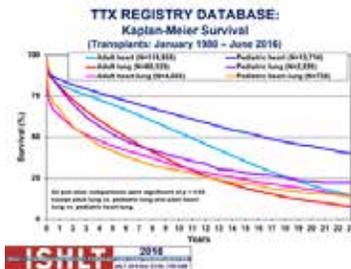


EXECUTIVE POSITION PROFILE

Chief Executive Officer



This search is being conducted by:

VettedSolutions

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I. Opportunity

For over 35 years, the International Society for Heart and Lung Transplantation (ISHLT) has been dedicated to improving the care of patients with advanced heart and lung disease through transplantation, mechanical support, and innovative therapies via research, education, and advocacy. Responsible for an annual scientific meeting, publishing The Journal of Heart and Lung Transplantation and supporting the largest registry of heart and lung transplant data in the world, ISHLT seeks an energetic and innovative **Chief Executive Officer** who is a proven leader with the experience, creativity, and skill to lead the organization to even greater heights. The candidate should demonstrate a history of skills to direct the human, financial, and physical resources of a prominent international society.



Key Responsibilities of the Chief Executive Officer

The CEO reports to the ISHLT Board of Directors and has the overall strategic and operational responsibility for the mission, programs, staff, and expansion. She or he will be required to develop an in-depth knowledge of the core programs and operations for the ISHLT.

Transition Management

- Manage the transition from the current association management company (AMC) to a society with its own staffing and infrastructure.
- Optimize staffing structure to best align with the changes made as a result of recently completed internal analysis and strategic plan.
- Develop a competitive compensation and benefits structure to attract and retain the best and brightest staff.
- Work with Board of Directors to ensure availability of adequate office space after the current Addison, TX lease expires in August 2020.

- Ensure a smooth transition from the retiring Executive Director as well as ensure consistent delivery of programs and services to members during the transition.

Operations and Administration

- Collaborate with the Board of Directors by developing and implementing goals, policies, and operational plans that further the mission, vision, and strategic objectives, and facilitate information rich decision-making.
- Establish and ensure appropriate operating and administrative policies, plans, and directives as the organization transitions from an association management company to stand-alone staffing.
- Continue the exceptional success of the Annual Meeting by maintaining its high standards, anticipating future needs and requirements, and adapting plans in reaction to internal and external opportunities and challenges.
- Increase strategic corporate relationships appropriately by cultivating and stewarding current partnerships while identifying new relationships.

- Enhance the growth and visibility of the organization through robust programs, products and services.
- Have the flexibility to travel to important committee and other professional meetings throughout the year. .

Organization and Personnel

- Provide leadership and guidance to the Board to develop strategies that will meet the needs of the profession and its practitioners.
- Maintain and enforce the Society's organizational plan, including reporting relationships and position descriptions.
- Determine optimal staffing for the Society including the recruitment of new key positions.
- Serve as the executive staff to the Board of Directors and its Executive Committee. Responsibilities include organizing the meetings and preparing and distributing meeting agendas, materials, and minutes.
- Partner with the Board to ensure governing policies are designed to support effective stewardship and model best practices.
- Create a culturally competent environment that will attract, support, and sustain an inspired staff and an increasingly diverse membership.
- Actively engage and energize members, volunteer leaders, board members, industry partners, and other professional associations.
- Develop and maintain a highly effective staff through objective goal setting, delegation, communication, performance review, and opportunities for advancement.
- Demonstrate strong public speaking skills and lead the Society's communication efforts.

Finance

- Prepare and submit the ISHLT annual budget to the Board and Finance Committee for approval, making appropriate revisions as necessary.
- Manage the financial affairs of the Society in accordance with the Society's annual budget.



- Maintain an adequate system of internal controls to protect the Society's financial assets, including appropriate oversight of bill payment and arrangements for the completion of an annual audit of the Society's financial statements.
- Oversee preparation of monthly financial statements reporting on the financial position and results of operations of the Society.
- Maintain a full understanding of financial concepts with an ability to guide the Board to develop a long-term financial sustainability model for the organization.

Marketing, Membership, and Programs

- Develop an overall marketing and communications strategy that shares the story of ISHLT and its offerings while also raising the visibility of the important work conducted by its members.
- Nurture existing and create new strategic partnerships to enhance ISHLT's reputation and educational and grant offerings.
- Develop a proactive plan for membership promotion that includes a value proposition leading to enhanced member engagement.
- Focus intently on issues that are relevant to the members.

- Champion members in ways that clearly advance their professional status.
- Ensure the Society's strong suite of registry data, content, and educational offerings meet and exceed member expectations.

Qualifications, Experience, and Competencies

A successful candidate should possess the following experience and qualifications:

- Bachelor's degree required; Master's degree preferred.
- A history of success working with a volunteer board of directors and the ability to cultivate existing board member relationships, roles and responsibilities.
- Experience enhancing an organization's approach to governance as it grows would be ideal.
- Experience in developing strategic relationships with industry partners resulting in robust exhibit and sponsor programs as well as increased philanthropic activities.
- Evidence of effective financial management, including financial planning, budget development and strategic growth of income and assets of an organization.
- A track record of ensuring the success of a large professional meeting that delivers cutting edge content.
- Strong written and verbal communication skills.
- Proven ability to lead an organization and manage all aspects of a headquarters office.
- Ability to work effectively in collaboration with diverse groups of people.
- Ability to act as an ambassador for ISHLT with members, donors, and external constituencies such as industry partners and other professional associations.
- Ability to work with a board to develop and implement a strategic plan that ensures the future of a profession and the organization and engages people in those efforts.
- Experience with global healthcare/medical societies preferred.
- Change management experience preferred.

Personality and Behavioral Traits

The following traits will be important for success in the ISHLT position:

- Inspirational leadership approach
- Adaptive leadership style to multidisciplinary professions and international cultures
- Member centric mindset
- Passionate advocate for the impact of global medical societies
- Resilient change agent
- Intellectual curiosity
- A drive to succeed
- Comfortable with the ambiguity that comes with a transition such as this
- Collaborative and mentoring management style
- Excellent communication skills
- Approachability

Measures of Success

The specifics regarding measures of success, including metrics, will ultimately be agreed upon by the successful candidate and the ISHLT Executive Committee, but at the end of 18 months, the Board would expect the following:

- A smooth and effective transition from the current AMC to an employed staff management model.
- The new Executive Director has developed strong rapport with the ISHLT Board, staff, and members.
- The Executive Director has actively engaged and energized members, volunteers, board members, and industry supporters.
- The Executive Director demonstrates a solid understanding of the multi-disciplinary and multinational constituencies and the Society.
- Society operations are being effectively managed and include a high-functioning staff whose skills are matched to the strategic goals of the organizations.
- The Executive Director has developed strong and mutually satisfying relationships with ISHLT's professional and industry partners.
- The Executive Director is effectively implementing ISHLT's Strategic Plan.

II. Organization Overview

About ISHLT

The International Society for Heart and Lung Transplantation (ISHLT) is a not-for-profit, multidisciplinary, professional organization dedicated to improving the care of patients with advanced heart and lung disease through transplantation, mechanical support and innovative therapies via research, education and advocacy.

ISHLT was created in 1981 at a small gathering of about 15 cardiologists and cardiac surgeons. Today we have over 3,700 members from over 45 countries, representing over 15 different professional disciplines involved in the management and treatment of end-stage heart and lung disease. This multinational, multidisciplinary mix is one of the biggest strengths of the Society. It brings greater breadth and depth to our educational offerings and provides an exceptional environment for networking and exchanging information on an informal basis.

Our members include anesthesiologists, basic scientists, cardiologists, cardiothoracic surgeons, ethicists, immunologists, nurses, pathologists, perfusionists, pharmacists, pulmonologists, tissue engineers, transplant coordinators, and infectious disease specialists. Despite their differing specializations, all ISHLT members share a common dedication to the advancement of the science and treatment of end-stage heart and lung disease.

Purposes

- Promoting the association of persons interested in the fields of heart and lung transplantation, end-stage heart and lung disease and related sciences;
- Encouraging and stimulating basic and clinical research in heart and lung transplantation and end-stage heart and lung disease, and promoting new therapeutic strategies;
- Holding scientific meetings featuring presentations and discussions relevant to heart and lung transplantation and the treatment of end-stage heart and lung disease;
- Sponsoring a scientific journal for the publication of manuscripts related to these disciplines;



- Maintaining an international registry for heart and lung transplantation;
- Awarding research grants and establishing endowments for the study of heart and lung transplantation and end-stage heart and lung disease, when funds are available and without jeopardizing the financial well-being of the organization;
- Sponsoring and conducting educational activities and providing educational resources, which promote expert development and improve standards of care in advanced heart and lung disease, heart and lung transplantation, and relevant medical and device therapies.

Guiding Principles

- We value our members and will offer a high value proposition.
- Being International is core to who we are. We must create value to members all over the world.
- We embrace multi-disciplinary integration while respecting the autonomy of individual specialties within our membership.
- Strategy will drive our decision making.

Programs

ISHLT's programs include an annual scientific meeting and exhibition, core competency courses, master classes, an international thoracic organ transplant registry that collects morbidity and mortality data from centers around the world, an international mechanical circulatory support registry that collects outcome data from centers around the world, the development and promulgation of professional practice guidelines, a monthly peer reviewed scientific journal, and a grants and awards program to fund research activities. ISHLT does not have a regulatory, reimbursement, or patient advocacy purpose or program.

Leadership

The volunteer leadership of ISHLT includes a Board of Directors, an Executive Committee, a Governance Committee, and a Finance Committee. The specialty interests of the members are addressed through 12 Scientific Councils. There are several standing committees that undertake the programs and services of the Society.

Board of Directors

- **Stuart Sweet MD, PhD** (2021)
President
- **Joseph Rogers MD** (2022)
President Elect
- **Jeffrey Teuteberg MD** (2020)
Past President
- **Jason Christie MD** (2020)
Secretary
- **Raymond Benza MD** (2020)
Treasurer

- **Kevin Chan MD** (2020)
Director
- **Jennifer Cowger MD, MS** (2020)
Director
- **Teresa De Marco MD, FACC** (2020)
Director
- **Goran Dellgren MD, PhD** (2021)
Director
- **Stephan Ensminger MD, DPhil** (2020)
Director
- **Martin Goddard FRCS MRCPa** (2022)
Director
- **Kathleen Grady PhD, RN, FAAN** (2021)
Director
- **Ulrich Jorde MD** (2022)
Director
- **Annemarie Kaan MCN, RN** (2022)
Director
- **Manreet Kanwar MD** (2021)
Director
- **Michael Shullo PharmD** (2021)
Director
- **Amanda Rowe** (2020)
ISHLT Executive Director

ISHLT Headquarters

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Suite 200
Addison, Texas 75001

Digital Presence

www.isHLT.org

II. 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 **ISHLTCEOsearch@vettedsolutions.com** or contact Vetted Solutions at +1 202 544 4749.

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

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

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