

EXECUTIVE POSITION PROFILE




Executive Director Society for Imaging Informatics in Medicine



This search is being conducted by:

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I. Opportunity

Vetted Solutions is recruiting and evaluating candidates for the position of Executive Director for the Society for Imaging Informatics in Medicine (SIIM). The position will be based at the association's headquarters in Leesburg, VA.

Stepping into the rapidly changing world of imaging technologies and information management, the new Executive Director will work with the Board, staff, and members to expand SIIM's role as a trusted resource for imaging professionals interested in the current and future use of technologies for image and information and interpretation and management. With strong leadership, SIIM will continue its success as a unique professional organization at the nexus of medical imaging and information technologies.

Scope of Position

Working closely with the SIIM Chair and reporting to an 11-member Board of Directors, the Executive Director oversees management of the organization, including education, industry interaction, an online engagement platform, the peer reviewed Journal of Digital Imaging, a flagship annual meeting, regional conferences, advocacy, and research support. Located in Leesburg, VA, SIIM has a staff of seven and an annual budget of \$1.5 million.

The Executive Director oversees the day-to-day operations of the Society and is responsible for establishing and achieving operating and financial objectives for the organization as well as ongoing and future business initiatives.

The ideal Executive Director will supervise, motivate, and mentor SIIM staff in a team-oriented, innovative, and highly productive environment. He or she will assist the SIIM Board to identify the organization's strategic priorities and facilitate the translation of those priorities into actions.

Qualifications and Experience

- Master's Degree preferred; a Certified Association Executive (CAE) is desirable
- At least 7 years of Executive level work experience in progressive, complex organizations, with demonstrated success in leading, planning, and organizing operations
- Executive Director experience desirable
- Experience with the healthcare environment and healthcare organizations
- Experience working with physicians preferred
- Proven track record in successful collaborations and consensus building
- Experience in orchestrating initiatives across multiple societies
- Financial management expertise and the initiative to expand membership, enhance existing businesses, and identify viable new sources of non-dues revenue

- Experience working with the Board to manage annual budget planning balanced with investment of additional resources to achieve strategic goals
- Ability to oversee SIIM assets, as well as manage annual budgets and financial issues appropriate for a 501c(3) organization
- Experience monitoring policy issues that affect members and the profession preferred.

Key Responsibilities

- **Maintaining and Building Alliances**
The Executive Director, together with the Board, will evaluate and undertake strategic alliances with select organizations involved with imaging informatics to ensure continued relevance. The new Executive Director will play a leadership role in defining and implementing joint activities that benefit members and the profession.
- **Membership Growth**
The Executive Director will be responsible for growing SIIM's membership, which has several professional societies to choose from. Leveraging membership benefits and innovative programs will be key to building membership in creative new sectors, and continuing to ensure value for participation beyond the core membership base.
- **Program and Service Growth**
The successful ED will work in partnership with members, leadership, and volunteers to develop and implement new services and programs to boost continuing professional education. These new offerings will come from a mix of tried-and-true programs and new, creative methods.

- **Leadership in the Face of Change**

The Executive Director will forge a strong path for SIIM through a highly dynamic, ever changing technical field. In concert with SIIM leadership and volunteers, keep pace with rapid advancements and ensuring these changes are reflected in SIIM's programs and educational offerings will be critical to SIIM's future success. This includes anticipating changes and evaluating the resources necessary to accommodate them.

- **Administrative and Staff Management**

The Executive Director will oversee a collaborative staff team to manage and deliver SIIM's many education programs, the annual meeting, and other offerings, working with SIIM program committees. The new ED will implement strategies to lead SIIM through changing technology and keep the society ahead of the curve.

- **Financial Management**

Oversee budget development and the execution of programs and activities in accordance with the strategic plan and the annual program of work. Ensure the successful transition of the accounting and financial management function from an outside consulting model to an appropriate internal structure. Provide regular financial reports to the Board.

Key Skills and Abilities

- Professional team-player
- Strong collaboration and communication skills
- Ability to multi-task and prioritize competing tasks effectively
- High-energy with strong motivational and leadership skills

- Creative and innovative; ability to bring new ideas that anticipate the future needs of members and the profession
- Energized by seeking and developing solutions to existing problems, approaching each as opportunities for change and continuous improvement
- Be a strategic thinker who can see the big picture and orient stakeholders toward a common vision
- Innate ability to remain flexible despite being a driven leader
- Comfort with technology and its uses in serving a technology-adept membership

Personal and Professional Qualities

- People focused and believes in an inclusive work force
- Flexible and collaborative
- Sees themselves a part of the team, integrates with the SIIM family
- Excellent communication skills; collaborates well
- High energy
- Proven, strong leadership skills
- Professional demeanor

Measures of Success

While goals and objectives for performance review will be developed by the successful candidate and the SIIM Board upon hiring, the following are areas the Board would expect the new Executive Director to focus in the near term.

- Successfully transition operations, staff and administrative processes
- Partner with SIIM Board of Directors to prioritize and begin implementing the strategic plan goals through an annual program of work that includes growing membership
- Establish good working partnership and effective communication with Board and Committees
- Ensure seamless transition of annual meeting, other professional development programs and key project areas
- Demonstrated progress on a proactive outreach plan to key stakeholders and partners
- Maintain SIIM's vibrant culture

II. Organizational Overview

The Organization

SIIM is the leading healthcare professional organization representing the interests and goals of those who work with and whose work is affected by the rapidly changing world of imaging technologies and information management. SIIM seeks to spearhead research, education, and discovery of innovative solutions to advance imaging informatics, enable the best use of images throughout the healthcare enterprise, and improve the delivery and quality of patient care.

Enterprise Imaging

The collaborative HIMSS-SIIM Enterprise Imaging Workgroup defines Enterprise Imaging as “a set of strategies. Initiatives and workflows implemented across a healthcare enterprise to consistently and optimally capture, index, manage, store, distribute, view, exchange, and analyze all clinical imaging and multimedia content to enhance the electronic health record.”

The Journal of Digital Imaging

One of SIIM’s cornerstone offerings is its official peer-reviewed journal, The Journal of Digital Imaging (JDI). The goal of JDI is to enhance the exchange of knowledge encompassed by the general topic of Imaging Informatics in Medicine. A few of these varied topics are research and practice in clinical, engineering, information technologies, and techniques in all medical imaging environments. JDI is published bi-monthly.

SIIM Annual Conference

SIIM’s Annual Conference is a three-day event showcasing lectures, exhibits, and workshops from the industry’s thought-leaders. This event is one of the many ways SIIM’s members stay ahead of rapidly changing technology and network within the industry.

SIIM Fellows

Since 2000, SIIM has appointed Fellows as recognition of significant contributions to the

field of imaging informatics and enterprise image management. This opportunity gives distinguished individuals in the imaging informatics field even greater access to research and education.

Board of Directors

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James T. Whitfill, MD, CIIP

Location

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III. About Vetted Solutions

Vetted Solutions is a Washington DC based executive search firm specializing in association, nonprofit, and hospitality/destination marketing community recruiting and consulting. We focus on senior staff and CEO positions.

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