



AMERICAN BOARD OF
FOOT AND ANKLE SURGERY®

A credential you can trust.®

American Board of Foot and Ankle Surgery (ABFAS)

Chief Executive Officer

**Vetted
Solutions**

A PASSION FOR PURPOSE

Overview

The core purpose of the American Board of Foot & Ankle Surgery® (ABFAS) is to certify qualified foot and ankle surgeons to promote the public's health and well-being. ABFAS offers Board Certification in foot surgery and reconstructive rearfoot/ankle (RRA) surgery to Doctors of Podiatric Medicine (DPM). The Board Certification process involves residency completion, Board Qualification Examinations, and Case Reviews. ABFAS Board-Certified Surgeons, known as ABFAS Diplomates, engage in a continuous learning process (LEAD) to remain certified. The Certification Board has been serving the public for nearly 50 years.

The Board of Directors is excited to announce the search process to replace the retiring CEO/Executive Director, who has served for 10 years.

ABFAS is the only Foot and Ankle Surgery Certification Board recognized by the prestigious Council on Podiatric Medical Education (CPME) through the Specialty Boards Recognition Committee (SBRC).

Driven by expert Podiatric Surgeons, the Board sets standards and oversees the Board Qualification process, Board Qualification Exams, and the rigorous Case Review Process. ABFAS Board Certification communicates to colleagues, patients, hospitals, employers, and some insurers a surgeon's commitment to achieving higher knowledge and competence levels.

ABFAS is an I.R.S. 501(c)6 nonprofit organization with a budget of \$8.6M. The organization employs 19 full-time staff. There are 2,100 Board Qualified and almost 7,500 Board Certified Surgeons.

The organization is based in San Francisco, CA, and owns real estate posted for sale.

The Board is open to hiring a virtual executive. About half the staff are based in the Bay Area with limited in-office requirements; the remaining staff are based virtually. Typically, the CEO's travel expectations are monthly for Board meetings, standing committee work, and related podiatric medical organization events.

Mission: ABFAS safeguards public health and well-being by certifying and continuously assessing the knowledge, skills, and abilities of podiatric surgeons to ensure excellence in surgical care.

Values:

- Excellence: Embracing innovation, continuous improvement, and adaptability.
- Integrity: Upholding fairness and transparency in all our actions.
- Quality: Committing to high standards and trustworthiness.
- Service: Dedicated to serving the profession and the public.

Key Responsibilities

The Chief Executive Officer (CEO) is hired by the Board of Directors and serves as an ex-officio, non-voting member of the Board and all standing committees, consistent with the Bylaws. The CEO reports directly to the Executive Committee and is subject to their direction and control.

Board Certification and Continuous Certification Programs; ABFAS Examinations and Case Review Exam; and Council on Podiatric Medical Education (CPME) / Specialty Boards Recognition Commission (SBRC) Accreditation

- Recommends and monitors the Board Certification and business strategy for future-planning and sustainability.
- Leads and manages the implementation of the ABFAS strategic plan, including business strategies, certification process integrity, highest standards for the medical profession, and trustworthiness.
- Serves as the staff lead for examination and certification processes. Regularly reviews and ensures that all processes are performed following standards and policies, including contracted services compliance with contractual terms.
- Maintains exam-related trademark renewals as required.
- Oversees, manages, trains, and works closely with the Exam Committee and Sub-Committees, and the LEAD Continuous Certification Program committee volunteers.
- Directs and manages the Board Qualified Candidate application process, including eligibility and the renewal process.
- Reviews policies and procedures and recommends changes to the Board.
- Serves as the organizational liaison with CPME and SBRC for the ABFAS program accreditation.
- Manages and ensures the organization's compliance with CPME Accreditation Standards.
- Maintains CPME standards compliance evidence; prepares and submits CPME Accreditation Renewal Applications.
- Prepares yearly comparative data analysis of academic programs' exam results.

Administration, Operations, and Financial Leadership

- Supervises and maintains all the assets, business, and affairs of ABFAS.
- Plans, leads, and manages day-to-day activities of the organization.
- Prepares the annual budget for the Board's approval and administers the organizational financial resources according to the approved budget.
- Prepares regular financial statements for review with the Secretary-Treasurer, Executive Committee, and Board.
- Ensures legal compliance with federal, state, and local requirements, including tax forms, filings, business licenses, organizational trademarks, and corporate annual reports.
- Directs accounts payable and receivables and payment processing, including payroll, and maintains financial records.
- Reviews and recommends to the Board contracts and other commitments approved by the Board. Negotiates and administers the contracts within constraints set by the Board of Directors.
- Manages risk and protects resources by ensuring property is appropriately safeguarded and administered.
- Oversees the national office administrative operations, including managing ABFAS-owned real estate.
- Manage the Podiatry Residency Resource database/logging system.
- Serves as primary liaison with external consultants and vendors, including the accounting firm and attorney.

Board of Directors, Governance, and Committee Volunteers

- Partners with and supports the Board of Directors and Committee leaders.
- Develops and maintains a healthy fiduciary relationship with the Board of Directors.
- Collaborates with the Board on the development and updating of the strategic plan. Implements the Board's strategic plan, organizational goals and objectives.
- Ensures the Board is kept informed on the conditions of the programs, finances, and important matters.
- Works closely with the President to develop Board meeting agendas and content, leadership orientation, and governance training.
- Serves as staff to the Officers and Directors, anticipates and meets their needs for materials and information for decision-making, and supports them in fully performing their responsibilities.
- Provides advice and guidance in nonprofit organization governance, including legal compliance and financial reporting requirements.
- Stays informed and current in the podiatric medicine profession and the business of certification.
- Recommends policy changes when necessary to remain compliant with federal or state laws and regulations and accreditation standards.
- Coordinates with and supports the Committee Chairs on meetings and provides required content and materials.
- Oversees effective and efficient volunteer experiences consistent with best practices to ensure continued retention, engagement, and recruitment.

ABFAS Representative – External Organizations

- Develops and maintains collaborative and productive relationships with related professional organizations aligned with the ABFAS mission and vision.
- Serves as the ABFAS representative and spokesperson for related professional organizations and the public.
- When podiatric medicine or surgery expertise is required, consults with the President to determine the appropriate organizational representative.

Staff Leadership and Management

- Hires, plans, organizes, and directs the staff, operational programs, and activities.
- Leads, manages, and mentors the staff. Develops teams and sets the staff culture. Encourages and supports ongoing professional development.
- Oversees the staff organizational structure with sufficient human resources needed to carry out the operational plan and ensures salary expense alignment with the approved budget.
- Updates and maintains appropriate human resources policies, including compensation plans, consistent with nonprofit best practices.
- Ensures compliance with all federal and state legal and regulatory employment requirements.

Marketing, Communications, Board Qualified Candidate, and Diplomate Services

- Oversees the Candidates' communications and Diplomates' support services. Ensures accurate information, and high-quality, efficient services.
- Serves as the managing editor of all external communications and publications, including the website.

- Develops a marketing and communications strategy and plan to raise the visibility of the Board Certification's value for advancing the profession and promoting the public health and well-being.

Skills, Experience, and Qualifications

- Minimum 10 years of progressive career leadership and management experience in nonprofit organizations. CEO, Executive Director, or senior-level experience is preferred.
- Experience reporting directly to, and partnering with, a nonprofit board of directors and working with committee volunteers is required. Experience in leading and managing an accredited professional certification program, including a background in examination development and delivery.
- Experience in a medical society specialty and healthcare industry certification is helpful.
- Certified Association Executive (CAE), Credentialing Specialist (ICE-CCP), or other relevant industry designation a plus.
- Proven solid business and finance acumen with a track record of financial and budgeting responsibilities. Understands the business of certification.
- Commitment to high standards and innovation in credentialing practices and testing accessibility.
- Strong communication skills: presentation, verbal, and written.
- Highly effective listening skills and sound, thoughtful decision-making processes.
- Proven skills and experience with successful change management implementation.
- Experience leading and managing staff and building teams in virtual environments. Encourages ongoing and regular communication, continuous professional development, and accountability for organizational and individual goals.
- High emotional intelligence (EI) and interpersonal, relationship-building skills, including diplomacy.
- Humility to learn what they don't know.

Measures of Success

The specifics regarding measures of success, including metrics, will ultimately be agreed upon by the new CEO and the ABFAS Board, but at the end of the executive's first year, the Board would expect the following:

- The organization has experienced a smooth transition of executive leadership.
- The ABFAS certification programs, business activities, and financial management have operated optimally - compliant, effective, efficient, and with integrity.
- The CEO has established solid relationships and rapport with the Board, committee volunteers, Diplomate and Candidate community, and staff and has communicated regularly and effectively.
- The CEO has established a productive working relationship with the American College of Foot and Ankle Surgeons, SBRC accreditation, and other related organizations.
- The CEO and the Board fully understand the competitive threats and potential risks, and have developed appropriate strategies.

- The CEO has reviewed the Strategic Plan and value proposition for ABFAS Board Certification with the Board and made recommendations, if necessary.

American Board of Foot and Ankle Surgery Strategic Plan 2024-2027

- ABFAS – Goal 1. ABFAS achieves universal recognition as the premier foot and ankle surgery certifying Board, prioritizing public safety, awareness, and understanding of the value of ABFAS Board Certification while maintaining high-quality standards.
- DIPLOMATES - Goal 2. ABFAS Diplomates are recognized as the highest quality foot and ankle surgeons.
- CANDIDATES - Goal 3. Candidates understand the value of and actively seek out ABFAS Board Certification as the only CPME-recognized surgical certification and appreciate the fairness and integrity of the evolving certification process.
- PUBLIC - Goal 4. Patients, hospitals, insurers, and other medical specialties acknowledge that ABFAS Board Certification provides the highest standards in foot and ankle surgery resulting in positive patient outcomes.

Compensation

Compensation for this role will reflect a range of factors, including relevant experience, demonstrated expertise, and other considerations. ABFAS's good faith starting salary estimate for this position is \$270,000 to \$350,000. Additionally, ABFAS offers a comprehensive benefits package for their employees.

Digital Presence

Web: <https://www.abfas.org>

LinkedIn: <https://www.linkedin.com/company/americanboardoffootandanklesurgery>

Facebook: <https://www.facebook.com/ABFAS.org>

Vetted Solutions

A PASSION FOR PURPOSE

Vetted Solutions is an executive search firm focused on serving the Board, CEO and senior staff recruitment needs of purpose driven organizations.

For confidential consideration, please email your resume and cover letter to Jim Zaniello, President, via ABFASCEOSearch@vettedolutions.com or call +1 202 544 4749.

Partners in Panorama – Asia, Australia, EMEA, Latin America,
North America Members of the Association of Executive Search
Consultants – AESC

