



# **Position and Candidate Specification**

## **AΩA Executive Director**

Prepared by the AΩA Search Committee

April 2023

## About the organization



Alpha Omega Alpha (AQA) is an independent, nonpartisan, nonprofit, membership organization dedicated to the belief that in the profession of medicine we will improve care for all by:

- Recognizing high educational achievement;
- Honoring gifted teaching;
- Encouraging the development of leaders in academia and the community;
- Supporting the ideals of humanism; and
- Promoting service to others.

The mission statement above, written in 1902 when the organization was founded, is as relevant today as it was then. In addition to its longstanding mission statement, AQA has articulated its commitment to collaborating with its members, Chapters, medical schools, residency programs and other health-related organizations to improve diversity, equity, and inclusion within the organization and throughout the medical profession.

AQA membership includes more than 100,000 practicing physicians, medical students, residents, fellows, faculty, and alumni. Each year, more than 4,500 new members are elected. Membership includes Nobel Laureates, elected members of the National Academy of Medicine and National Academies of Sciences, and leaders in medicine. The organization supports 13 fellowships, grants, programs, and awards for medical students and physicians at its 136 Chapters, and publishes a quarterly peer-reviewed, medical humanities journal *The Pharos* which contains articles on nontechnical medical subjects, including history, ethics, national issues, personal essays, and poetry. Examples of programs and awards include the Carolyn Kuckein Student Research Fellowship which funds between 50 and 75 student fellows each year, the Fellow in Leadership program for those in early to mid-career who aspire to leadership advancement, the Robert Glaser Distinguished Teacher Award presented at the annual AAMC meeting, a Visiting Professorship at 75-80 medical schools each year, and the AQA Award for Excellence in Inclusion, Diversity, and Equity in Medical Education and Patient Care.

AQA is a 501(c)(3) nonprofit organization located in Aurora, Colorado. The AQA national office staff is comprised of six individuals: Executive Director (0.5 FTE), Chief of Staff (0.5 FTE; the other 0.5 is as Managing Editor of *The Pharos*), Director of Membership and Chapter Services & Communications Manager (1.0 FTE), the Programs Manager (1.0 FTE),

Office Manager/Executive Assistant (0.75 FTE), Editor of *The Pharos* (0.4 FTE), and Art Director of *The Pharos* (0.75 FTE). The office contracts for Accounting Services, for a Chief Financial Advisor and an Investment Advisor.

For additional information about AQA, please visit: <https://www.alphaomegalpha.org/>.

The AΩA Honor Society ( <https://www.alphaomegaaalpha.org> ) seeks a new Executive Director to lead the organization as it advances into its “next 120 years.” The Executive Director’s role is based on, and designed to uphold AΩA’s mission, values, and commitment to diversity, equity, and inclusion.

AΩA’s Board of Directors seeks an Executive Director who values the rich tradition of the organization and understands its importance and relevance to contemporary and evolving medical practice, the profession of medicine, medical education, research and scholarship, and in the eyes of the public. The organization values excellence in multiple dimensions, including trustworthiness, character, caring, knowledge, scholarship, proficiency in the doctor-patient relationship, leadership, compassion, empathy, and altruism. Its programs, awards, and its journal reflect those values. The next Executive Director will continue to articulate those values in the work of the organization, in the selection and engagement of members, and in communications with constituents in medical schools, medical practice, and with the public. The Director will work with the organization to identify new ways to make meaningful contributions relevant to AΩA’s mission and values in contemporary medicine.

The Executive Director will provide strategic direction and fiscal and administrative leadership to inspire staff, board members, fellows, members, partners, and other stakeholders to actively further the mission of the organization. In conjunction with the AΩA national office staff, the Director will lead and oversee the functions of the organization and its programs, awards, grants, and fellowships. The Executive Director works directly with the AΩA Board of Directors, its Executive Committee, the Society’s Chapters and Councilors, and other various board, program, chapter, and award committees to advance its mission and to ensure the financial and operational sustainability of the organization.

## Opportunities and Expectations

- The position is a 0.5 FTE position which reports to the Board of Directors and supervises direct and contract employees as outlined above. Fostering a high performing team is a key role of the Executive Director.
- The Executive Director will take the opportunity afforded by the role to:
  - Sustain and foster a vibrant culture of excellence and trust throughout the organization’s communications and programs, serving as a spokesperson for AΩA.
  - Demonstrate dedicated leadership as a role model and provide opportunities in leadership development for members across the spectrum of their careers.
  - Reinforce the importance of professionalism in medicine through communication, example, and other opportunities.
  - Further advance diversity, inclusion, and equity throughout the organization’s staffing, board membership, membership, policies, processes, and programs.
  - Expand the relevance of AΩA to non-membership, including the public.
  - Foster philanthropic relationships and seek additional support for the organization’s programming.

## Background and Experience

- A demonstrated record of successful and inclusive leadership, exemplary professionalism, scholarship and service in medicine, medical education, and/or health care.
- A successful record of consensus building, collaboration, and teamwork.
- The capacity to partner effectively with a Board of Directors in strategic planning, fiduciary responsibility, and generative thinking.

## Minimal Qualifications

- A terminal degree as a physician and/or a doctoral degree in fields related to health care or education.
- Commitment to AQA mission and values; must be an active AQA member.
- Significant experience in medical education, academic medicine, scholarship, health care, and leadership, with a strong network of colleagues in these areas.
- Experience in an academic medical center is desirable.

## Critical Leadership Capabilities

- The ability to articulate a vision and foster targeted growth and sustainability.
- Outstanding communication skills, fostering trust, inviting engagement, and giving voice to AQA values.
- Organization and focus, with an ability to translate strategic priorities into action, and to execute plans.
- A track record of integrity, professionalism, collaboration, inclusion, creativity, trust, energy, vision, and transparent communication.

Colorado residency is not required of the Executive Director. Regular in-person presence in the office is expected, particularly in the transitional first 6-12 months. It is possible to hold another position concurrent with serving as Executive Director, if there is no significant conflict of interest or conflict of commitment.

**Salary Range:** \$125,000 - \$200,000 commensurate with experience

**Benefits:** Medical and dental insurance, 403(b), FSA, parking

## The Search Process

The Search Committee invites inquiries, applications, and nominations. All correspondence should be submitted through the dedicated search mailbox [ED@alphaomegaalpha.org](mailto:ED@alphaomegaalpha.org) by **June 5**. All communication will be confidential. Interested individuals are invited to submit a cover letter and CV. AQA is an equal-opportunity employer, committed to a diverse staff and an inclusive and supportive work environment for all employees. Candidates with backgrounds or from groups underrepresented in medicine are especially encouraged to apply.

Please feel free to call the AQA national office at 720-859-4149 should you have any questions.