ISDS: Executive Director

POSITION DESCRIPTION

LOCATION: ISDS is based in Boston but alternative / telecommuting arrangements may be considered

SUMMARY:

The International Society for Disease Surveillance (ISDS) is a 501(c) 3 non-profit association dedicated to advancing the science and practice of health surveillance worldwide. Core activities include conferences, webinars, consultancies and supporting communities of practice, all of which promote the dissemination of leading research and practice to improve population health.

The Executive Director of the International Society for Disease Surveillance (ISDS) functions as the Chief Executive Officer of the Society and provides leadership and direction for ISDS in collaboration with the Board of Directors. The Executive Director reports to the ISDS Board President and Officers. The Executive Director provides strategic vision and leadership for ISDS’s staff and programs and works with staff and volunteers to fulfill the mission of advancing the science and practice of disease surveillance. The Executive Director will create annual operating plans supporting the strategic direction set by the Board, and collaborate with the Board to develop these strategies. The Executive Director is responsible for the financial stability of the organization; development of future leaders within the organization; effectively leading and motivating a professional staff; and informing the Board of all activities.

Qualifications: The ideal candidate will have an advanced degree in public health, health sciences, or other appropriate area; a minimum of 10 years of executive or senior-level management experience, preferably in either nongovernmental or governmental public health organizations at the local, state, or federal levels. S/he should have a track record of success in staff development and succession planning; a record of success developing and cultivating relationships with a Board of Directors; strong written and verbal communication skills; the ability to work effectively in collaboration with diverse groups of people; an understanding of national and international public health surveillance policy and scientific issues; knowledge of public health policies and practices; and the ability to work effectively with top national and international governmental, nongovernmental and academic leadership across multiple sectors. Previous experience as an Executive Director or CEO is preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Identify, pursue and attain financial resources that will enhance organizational capacity for the Society’s Mission, including cultivation and stewardship of relationships with funders, grant and proposal writing, development of membership services, and identifying new resources.
- Administer ISDS daily operations, including, but not limited to, reviewing and evaluating the results of program activities; ensuring that continuing contractual obligations are being fulfilled; allocating resources for greater program effectiveness and efficiency; developing organizational and administrative policies and program objectives for Board consideration.
- Cultivate strong partnerships and engagement with the ISDS Board of Directors to set strategies and priorities that advance the Society’s mission.
- Maintain close communication with the Board of Directors and oversee support of all activities associated with the Board of Directors, including staffing for all Board and Committee meetings, meeting schedules, locations, agenda development, and meeting materials.
- Develop and implement an annual work plan for the Society as approved by the Board of Directors.
- Manage the Society’s finances, including developing and implementing the annual budget.
- Act as a key spokesperson and chief advocate for the mission and goals of the Society
- Lead, motivate, supervise and develop staff in support of the mission, goals and objectives of the Society

SUPERVISORY RESPONSIBILITIES:
Supervises all staff, contractors and consultants. Responsibilities include interviewing, hiring and training; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
Attainment of an MPH, MBA or other equivalent or higher advanced degree in a related field, and ten years of increasingly responsible administrative experience and leadership in the area of public health surveillance, at least five of which have been in a supervisory capacity.

LANGUAGE SKILLS:
Ability to read, analyze, and interpret general business periodicals, professional journals, financial reports, legal documents, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; efficiently respond to questions from membership, staff and members of the community; communicate effectively in both written and oral form; and effectively present information to membership, top management, public group, and/or Board of Directors.

REASONING ABILITY:
Ability to define problems, collect data, establish facts, and draw valid conclusions; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies; and interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS AND ABILITIES:
- Ability to manage multiple projects simultaneously.
- Competency in the principles and techniques of research grant administration, contract administration and negotiation, project management, public health administration, community organization, fiscal and organizational management, principles and practices of marketing and public relations.
- Ability to plan, direct and coordinate activities; negotiate and administer contracts; work with public health agencies, commercial vendors, government agencies, community groups and other organizations as necessary; communicate effectively in both written and oral forms; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies.