

POSITION DESCRIPTION

Position Title: Organ Donation and Transplantation Alliance Executive Director

POSITION SUMMARY:

The Executive Director serves as the chief executive of the Alliance and is responsible for the administration of all operations and programs. The Director will continue the excellence of its current programs and advance the Alliance's strategic agenda with the Donation and Transplantation Community of practice to establish shared goals, align and support the efforts of the diverse stakeholders, and work collaboratively to heal lives through donation and transplantation. The Alliance is a private, non-profit organization dedicated to the vision of a national donation and transplantation system driven by a diverse community of practice that is focused on healing lives, inspires public trust, and works collectively toward a shared mission. The Alliance is headquartered in Vienna, Virginia, in close proximity to Washington, D.C. The Alliance has an annual operating budget of approximating \$3 million, 3 staff, contract consultants and significant voluntary participation by its Board members and members of the broader community of practice. The Alliance derives its revenue principally through a Cooperative Agreement with the Health Resources and Services Administration, and fees associated with Alliance sponsored educational events. Additional support is received through donation and grants from OPOs, transplant centers and other businesses.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Develops and implements the ODTA strategic plan.
- Develops and implements the ODTA business plan in conjunction with the Board to assure the growth and sustainability of the Alliance.
- Develops and submits proposals for support to a diversified array of potential funders.
- Represents ODTA with key leaders and organizations promoting collaboration and support for ODTA.
- Promotes ODTA through attendance and presentation at national and regional professional conferences and other forums
- Leads plans to expand ODTA membership.
- Develops and implements communication plans which address key policy issues and promote proactive communications with the media and public.
- Identifies and implements activities to accelerate and spread national best practices in organ and tissue donation and transplantation
- Hires and supervises essential ODTA staff.

QUALIFICATIONS

- The successful candidate will have at least three to five years direct experience in the field of organ/tissue donation or transplantation.
- Excellent organizational and business skills including demonstrated expertise in strategic and analytic thinking and planning, board relations and budget management
- Demonstrated success in leadership positions.
- Excellent writing and oral communications skills and strong public speaking skills.
- A Bachelors Degree in Healthcare, Business, Education, or related field required. Master's Degree preferred or equivalent knowledge, skills and abilities.
- Strong ability to direct and coordinate multiple concurrent projects and issues.
- Strong ability to develop positive collaborative relationships with individuals and organizations.
- Strong ability to develop and communicate reports on issues and progress with various audiences.
- Effective and motivational presentation skills to lead national conferences
- Strong interpersonal skills including demonstrated leadership qualities.

WORK ENVIRONMENT

- The individual will work from a home office establishing strong communication technology capacities for efficient communication with staff and key persons.
- Frequent travel to various locations in the U.S.

PHYSICAL DEMANDS

- Ability to operate computer and other office equipment.
- Ability to travel to external meetings and/or conferences.

This position description summarizes the main duties of the position. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties.

The Organ Donation and Transplantation Alliance's Executive Director Search Committee has retained Applied Measurement Professionals, Inc to assist with this search. Review of applications will commence in April and will continue until the position is filled. Applications will be accepted through April 14. More detailed information about this position, and the Alliance, is available upon request. If you are interested in this opportunity, please e-mail your resume and cover letter to:

AllianceExecutiveSearch@goamp.com

Attn: Amanda Pemberton-Johnson

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