



Position Announcement

Chief Executive Officer Society of General Internal Medicine March 2017

The Society of General Internal Medicine seeks an outstanding generalist physician to serve as its Chief Executive Officer. This position requires approximately 50% full-time equivalent effort, and is described in the attached position description.

Interested applicants should submit:

- 1) A letter explaining their interest in this position
- 2) A curriculum vitae

This material should be sent electronically to:

Thomas H. Gallagher, MD
Professor and Associate Chair, University of Washington
President-elect, Society of General Internal Medicine
Chair, Search Committee
Care of: Monica Salgaonkar, MHA; Administrative Specialist
UW Medicine Center for Scholarship in Patient Care Quality and Safety
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To learn more about SGIM, visit www.sгим.org. **Applications should be submitted by 5 pm Pacific Standard Time, April 13, 2017**



Summary of Position

Chief Executive Officer, Society of General Internal Medicine

Position Overview

The Society of General Internal Medicine (SGIM) is a dynamic, innovative physician membership organization dedicated to improving the health of the public by advancing research, education, and clinical practice within academic general internal medicine. In the current healthcare policy and funding environment, and after 40 years of the organization's growth and maturation, SGIM seeks its first physician executive leader.

Founded in 1978, SGIM seeks to support its over 3000 members in advancing the way that healthcare is organized and delivered, future clinicians are educated, and innovations to improve the quality of healthcare are identified and disseminated. SGIM also actively seeks to partner with state and federal policymakers and other key stakeholders to promote a legal and regulatory environment that supports the delivery of high quality, high value healthcare.

SGIM seeks a creative physician executive leader to help guide the organization in achieving these goals. The Chief Executive Officer (CEO) position was created in 2017 reflecting SGIM's vision to broaden, strengthen, and expand its relationships with external stakeholders and policymakers, augment its development capacity, and enhance communications. The CEO is responsible for the overall management and performance of SGIM and ensures the creation and execution of a progressive strategic vision while continuing its outstanding track record of engaging and sustaining members at the regional and national level.

Given the current size and organizational structure of SGIM, the CEO is expected to dedicate approximately 50% full time equivalent effort to this role that includes the following:

The CEO acts as the primary representative of SGIM to a wide range of important external stakeholders, including aligned academic organizations that value research, education, and excellence in clinical care; medical professional societies; policy makers; and governmental bodies. The CEO will evaluate existing relationships and partnerships and seek out new relationships which ensure SGIM has an active voice in shaping external factors which will influence

academic general internal medicine education, research and patient care. The CEO is expected to maintain and enhance SGIM's organizational and institutional tone, philosophy and its relationships with other interacting national and international organizations.

The CEO will also play an important role in advancing SGIM's development activities, seeking opportunities to secure additional financial resources to enhance the organization's ability to pursue its mission.

The CEO acts as advisor to the Council and the elected President on strategic issues as well as current and emerging policies and trends affecting the organization and its members. The CEO must ensure that the President and Council are regularly and adequately informed of the organization's progress towards strategic initiatives and large operational priorities.

The CEO is accountable for the existence of a high performing and effective management team for the organization. The CEO must also ensure diversity among the employees and maintain an organizational environment that is inclusive.

Reporting Relationships

The CEO reports to the SGIM President and Council and serves as an ex-officio, non-voting member of the Council and the Executive Committee.

Reporting to the CEO is the Deputy Chief Executive Officer (DCEO).

Education and Experience

- An M.D. degree along with current or prior practice in internal medicine. Current board certification in internal medicine is strongly preferred.
- A track record of thought leadership on academic, clinical, educational, research, and/or policy issues facing internal medicine and the specific issues facing academic general internal medicine.
- Familiarity with SGIM's mission and programs.
- Demonstrated executive leadership experience overseeing a professional staff within a medical school, academic medical center, professional medical organization or similarly complex, mission-driven organization.
- Skills at promoting effective communication with external groups and within a group or organization.
- Evidence of strong external-facing communication skills in areas of advocacy, forming alliances and serving as a credible "face" for an organization.

- Demonstrated ability to build and retain a diverse team and foster an inclusive environment.
- Track record of financial oversight and responsibility.
- Experience building new programs and services that have positively affected an organization's bottom line is desirable.
- Demonstrated ability to secure external grant funding is desirable.
- Experience in both working with and serving on boards, preferably within professional medical societies, is desirable.

Personal Characteristics

- A highly collaborative leader who shares responsibility and decision making easily but remains able to make difficult decisions.
- An outstanding communicator, able to build trust across a wide-spectrum of constituents and cultures.
- An active listener, who is comfortable delegating while providing oversight.
- Adept at establishing strong personal relationships quickly; welcome at any and all tables.
- Politically savvy, able to be persuasive amongst peers and build meaningful consensus to advance organizational goals.
- Process oriented and committed to good governance and policy.
- Comfortable as a senior counsel and confidante.
- Unquestionable integrity and a strong moral compass.
- Mission-driven.
- Strategic and entrepreneurial, with the energy and will to put in the work personally to achieve organizational goals.
- Personal commitment to diversity and inclusion amongst an organization's members, staff and organizational leadership.

Specific Roles and Responsibilities of the CEO

The CEO assists the President and Council in fulfilling their responsibility to set policy for the Society and to carry on its business by managing and being responsible for:

- The articulation of a shared vision of the Society and its mission.
- With the Society's President and DCEO, leading the process of setting annual and long-range strategic goals; tactics, activities and programs to achieve these goals, and the metrics by which progress toward the goals will be measured.
- With the society's DCEO, ensuring the existence of a high performing and effective management team for the organization.
- With the society's DCEO, the planning and execution of a comprehensive communications plan.
- The forecast of conditions, assessment of member needs, and allocation of resources in collaboration with the society's DCEO.
- The planning and implementation of the Society's development activities, including grant writing and cultivation of potential donors.
- Representing SGIM to a wide range of important external stakeholders, including aligned academic and medical professional societies, and government and medical education leaders.
- Ensuring that relations and communications with external stakeholders and other entities are consistent with and advance the interests of SGIM, its members, their patients, and the public.
- Serving as the Society's chief spokesperson and point of contact to other organizations and entities that are involved in matters and policies that affect SGIM, its members, their patients, and the public.

The CEO position requires approximately 50% effort, of which at least one week per month is to be in-person at the SGIM offices in Alexandria, Virginia. The CEO will be provided with administrative support by the staff at the SGIM office as well as funds to support travel. The initial term of the CEO position is three years with the option for renewal, with annual reviews by the Annual Review and Compensation Committee.