

Chief Executive Officer Position Profile

This search is being conducted by



ASSOCIATION OPTIONS
ORGANIZATIONAL THOUGHT LEADERSHIP

On behalf of the



Seeking Full-Time Chief Executive Officer

Veterinary Emergency & Critical Care Society (VECCS)

Compensation: Competitive compensation flexible and commensurate with experience and qualifications

Benefits: Competitive benefits including healthcare (spouse incl.), profit sharing/401k, cell phone, and pet insurance allowance

Budget: \$3.8 million

Location: Headquartered in San Antonio, TX but flexible work from home/telecommute opportunity available; nationwide candidates accepted

Application Deadline: February 11, 2020

**Send Cover Letter, Resume and Salary Requirements to
Recruitment@AssociationOptions.com**

The Veterinary Emergency & Critical Care Society (VECCS), with the support of Association Options, is recruiting and evaluating candidates for the position of Chief Executive Officer (CEO).

About VECCS

The Veterinary Emergency and Critical Care Society (VECCS) founded in 1978 is an IRS designated 501(c)3 organization with an associated 501(c)3 Foundation. Led by a 7-member Board and supported by 4 staff, VECCS is comprised of 5,000 veterinarians, veterinary technicians, veterinary practice managers, veterinary students, physicians, nurses, scientists and other persons who are interested in the advancement of veterinary emergency and critical patient care. VECCS is a prominent and growing Society recognized as an international leader in veterinary continuing education, an innovator in conducting national and international conferences and an organization continually focused on high quality scholarly programs.

The purpose of the Society is to promote the advancement of knowledge and high standards of practice in veterinary emergency medicine and critical patient care. Toward this purpose, the Society:

- Associates and affiliates into one organization doctors of veterinary medicine, veterinary technicians, veterinary students, veterinary practice managers, and other individuals engaged in the practice of, or who have special interest in, the field of veterinary emergency and critical care;
- Establishes and promotes uniform standards and guidelines for the practice of veterinary emergency and critical patient care;
- Fosters and encourages education, research and scientific progress in veterinary emergency and critical patient care; and
- Disseminates information pertinent to veterinary emergency and critical care to all interested groups and organizations.

VECCS Vision

Raising the level of patient care.

VECCS Mission

Supporting the veterinary healthcare team to improve the delivery and quality of emergency and critical care.

VECCS Values

- Integrity
- Service
- Excellence
- Collaboration
- Support
- Wisdom
- Inclusiveness

2020 Strategic Goals

The Society's current strategic goals are as follows:

- **Knowledge** – Provide education, support research, and expand opportunities to raise the quality of patient care.
- **Outreach** – Promote the VECCS mission through public and professional education, leveraging alliances with affiliated organizations, and altruism.
- **Support** – Provide Society resources to enhance the success and wellness of the healthcare team.
- **Sustainability** – Ensure a strong, viable future of VECCS through engaged leadership to promote active membership.

VECCS strategic plan can be found at <https://veccs.org/about/strategic-plan-2018-2020/>.

Position Description

VECCS is eager to identify a highly motivated, experienced, and dynamic executive who is prepared to build upon the Society's current successes. The successful candidate will serve as the Chief Executive Officer of VECCS, working closely with the Board to lead the Society in the implementation of its strategic vision and to fulfill its stated internal and external objectives. The Chief Executive Officer will be responsible for overseeing the operations and activities of the Society as a whole and maintaining effective staff performance to assure the attainment of the Society's mission and goals.

The successful candidate will be a visionary and charismatic leader with exceptional communication and interpersonal skills able to inspire others and lead VECCS to organizational success.

Essential Duties and Responsibilities

Within the limits of VECCS's guiding documents, the Chief Executive Officer is responsible for, and has commensurate authority to accomplish, the following duties and responsibilities. The Chief Executive Officer may delegate portions of his/her responsibilities consistent with sound operations and staff competency, together with proportionate authority for their fulfillment. However, she/he may not delegate nor relinquish any portion of his/her accountability for results.

Organizational Leadership

- Participate in the development and oversee the implementation of the strategic goals and objectives of the Society.
- Give direction and leadership toward the achievement of the Society's mission, strategy, goals and objectives that are supported by best practices in association management
- Responsible for the day-to-day operations of the Society; provide oversight and guidance to all programs and staff.

- Responsible for the overall personnel policy, for hiring of key management personnel and oversee the hiring of support personnel, maintenance of salary administration procedures, and has ultimate responsibility and authority for promotions and terminations.
- Ensure a growth-oriented, skill-centered environment in which staff grows and further develops skills helpful to meeting the goals and objectives of the organization.
- See that the development of programs authorized by the Board are implemented in a timely manner and that they are effectively administered and controlled.
- Utilize and implement proven, sound association management practices to ensure the organization meets or exceeds the high standards of association management and is in compliance with applicable state and national rules and policies governing non-profit associations.
- Coordinate outside contracts to augment intrinsic capabilities of the staff and volunteers.
- Coordinate Board functions and activities to ensure efficient and effective governance.

Financial Management

- Responsible for financial management of the organization and, in coordination with the elected officers and Board, ensure fiscal integrity is maintained.
- Oversee investments.
- Manage existing and develop new revenue streams including oversight of IVECCS sponsorship.
- Coordinate with the VECCS Finance Committee on policies and issues as necessary to ensure the utmost accuracy and integrity are maintained in Society financial records.
- Retain and utilize services of outside experts such as accountants, bookkeepers, investment advisors, and attorneys, as needed, for review, advice, and analysis related financial issues and reports.

Membership & Member Services

- Working with the Board, ensure membership services are robust and responsive to meet the variety of needs of the members; services to include online information and education, career board management, merchandising, etc.
- Ensure an information management system is in place, utilizing technical experts as needed to augment staff capabilities.
- Have programs and policies in place to attract new members and incentivize current members renew.

Education & Meetings

- Oversee all aspects of meeting and event planning and operations for all VECCS events, including the International Veterinary Emergency and Critical Care Symposium (IVECCS). Work closely with the IVECCS program Committee and affiliated organizations to effectively plan and integrate the scientific program and affiliate events within the contracted meeting space and budget. In addition, ensure planning and coordination of all IVECCS planning

meetings to ensure the scientific program and all other aspects of IVECCS are successfully woven together.

- Manage all outside contract negotiations to including hotels, meeting facilities, lab facilities, decorator, logistics, registration, staffing, security, food and beverage and general meeting management.
- Plan and coordinate all operational aspects of the VECCS Spring Symposium, including but not limited hotel arrangements, food & beverage management, logistics, contracting for exhibitors, sponsors, etc.
- Develop and coordinate on-line CE programs to serve member needs as directed by the Board.

Publications

- Support the publications committee to ensure the Journal of Veterinary Emergency and Critical Care (JVECC) is published according to VECCS standards.
- Secure vendor contracts and/or agreements (i.e. printing, IT, publisher, etc.).
- Coordinate and oversee the production of other publications to include IVECCS proceedings, digital media products, promotional brochures, etc.
- Provide news releases, interviews and other communications as necessary and consistent with the strategic plan

Professional Relations

- Serve as the professional liaison to ensure strong relations are established and maintained between VECCS and other national and international organizations.
- Facilitate and negotiate agreements with other professional organizations to ensure VECCS interests are the highest priority.
- Maintain a strong student support program.
- As a member of the VECCS Board of Directors, serve as the “face of the organization” being clearly identified as a spokesperson and recognizable as an official VECCS representative.
- Develop and cultivate meaningful relationships with veterinary industry partners.
- Attend or ensure VECCS is represented at various international, national and regional meetings and events.

Board and Volunteer Engagement

- Ensure that the VECCS Board is kept fully informed on the activities and operations of the Society including proactive communication around progress towards strategic goals and financial performance.
- Work with the Board to review existing and develop new policies that align with association best practices and provide a sound infrastructure for Society
- Manage and distribute Board meeting agendas as set by the President; obtain necessary reports and ensure Board members have all materials in sufficient time prior to meeting.
- Oversight of governance training and best practices.
- Execute and implement all decisions of the Board.

- Proactively bring ideas for service and program improvements to the Board.
- Provide appropriate staff liaisons to committees and provide authority to staff members to enable them to properly perform their liaison functions; provide Committee Chairs with the necessary support and assistance.
- Promote interest and active participation in VECCS activities among the membership and supervise proper communication of activities of the Board and committees through the communication vehicles of the Society.

Veterinary Emergency and Critical Care Foundation (VECCF)

VECCF is dedicated to enhancing the quality of life for animals in need by funding animal welfare causes and supporting organizations committed to the well-being of animals. VECCF is a 501c3 that is a separate entity from VECCS.

- Assist in the administration of the Foundation.
- Oversee fundraising activities.

Chief Executive Officer Profile

The ideal candidate for this position will be an effective, inclusive and relationship-oriented leader able to lead VECCS towards the achievement of its goals and objectives through outstanding organizational oversight.

The Chief Executive Officer is committed to VECCS's mission and vision and should have an authentic interest in improving the delivery and quality of veterinary emergency and critical care. Concrete demonstrable experience and other qualifications include:

Required

- Bachelor's degree or higher;
- Strong interpersonal skills and ability to work cooperatively with the Board, staff and stakeholders, including ability to build and cultivate strong relationships with diverse constituencies;
- Excellent and effective communication skills including the ability to articulate the value of VECCS to its diverse members and stakeholders and comfort with large group presentations;
- Ability to think strategically and critically, synthesize complex issues and information, and manage change;
- Understanding of the importance of strategic planning and the ability to execute and implement an annual work plan to achieve VECCS' goals and objectives in line with the Society's core values;
- Ability to plan organization-wide activities (setting objectives, negotiating and managing contracts, developing strategies, budgeting, developing policies and procedures, and organizing the functions necessary to accomplish the activities);
- Ability to lead and/or manage associations, societies or businesses;
- Minimum of 5 years of management experience and has managed or led a team of 5+;
- Financial Management experience, including budget preparation and implementation;
- Willingness and ability to travel nationally and internationally 14-16 weeks out the year;

- Advocate for the mission, core values and success of VECCS and willingness to embrace the VECCS's culture;
- Respect for the diversity and inclusion of all members;
- Respectful, honest, transparent, and ethical leadership style; strong moral compass.

Preferred

- Experience or knowledge of the veterinary medical industry, ideally emergency and critical care;
- Experience maintaining a presence with the public and elected officials;
- Proven track record of working successfully with a Board;
- A record in growing organizations from a revenue and value perspective;
- Masters-level degree or higher in a relevant field;
- Knowledge and understanding of conference management from Board meetings to major national meetings;
- Insight and vision in identifying and anticipating trends in veterinary emergency and critical care medicine and how they affect the role of VECCS in this industry;
- Successful track record in securing sponsorships and grants, and in building partnerships with sponsors and industry contacts.

Application

Send cover letter, resume and salary requirements by February 11, 2020 to the search firm. If these items are not provided in their entirety by the deadline, your submission will not be considered. In the cover letter, please provide brief details stating how you meet the qualifications listed and how you can positively contribute to VECCS now and into the future. Thoughtful responses are greatly appreciated by the search committee.

Association Options, Inc.
www.AssociationOptions.com
 c/o Stacey Barnes
Recruitment@AssociationOptions.com