

Executive Director Position Description

General

Association and Society Management International (ASMI) is an Association Management Company located in Falls Church, Virginia, serving 13 nonprofit organizations in the professions of trauma/EMS, disaster preparedness, manufacturing, and other industries.

On behalf of the American Trauma Society (ATS), ASMI is conducting a national search for an accomplished and experienced association management professional to serve as its next Executive Director.

For more than 58 years, ATS has been a leading advocate for trauma prevention, trauma systems development, optimal trauma care, and survivor support. The organization works alongside healthcare professionals, trauma centers, public agencies, survivors, and community partners to reduce preventable injury and improve outcomes for trauma patients and families.

Mission: Saving Lives. Improving Care. Empowering Survivors.

The ATS Executive Director leads a nationally respected membership organization focused on trauma care systems, injury prevention, education, advocacy, certification, professional development, and survivor support. The successful candidate will foster collaboration among partner organizations, trauma professionals, trauma survivors, and association members while strengthening ATS's national presence and impact.

Experience in strategic leadership, organizational management, membership engagement, financial stewardship, advocacy, external relations, and educational program development is preferred.

Reporting

The Executive Director reports to the ATS President and Board of Directors and is supervised by the ASMI President.

Specific Responsibilities

Advocacy and Program Development (400 Hours)

- Develop and maintain relationships with associations, healthcare organizations, industry leaders, government officials, and other stakeholders that support ATS's mission and strategic priorities.

- Monitor emerging issues affecting trauma care, injury prevention, trauma systems, survivorship, and related professions.
- Attend meetings, conferences, exhibits, and appointments nationally and in the Washington, DC area as needed.
- Seek opportunities and provide strategic briefings to the Executive Committee and President regarding issues affecting ATS and the trauma community.
- Develop proposals, projects, and initiatives that advance trauma systems of care, injury prevention, trauma research, trauma care, survivor support, public health, and related fields.
- Oversee collaborative initiatives, including the Joint Trauma Coalition (JTC) annual conference and other partnership activities.
- Support development of educational resources, tools, and programs that further the ATS mission.

Board and Staff Leadership (800 Hours)

- Work with the ASMI President in managing the day-to-day operations of ATS and the Trauma Survivors Network (TSN).
- Ensure the fiscal integrity of ATS, including development of the annual budget and presentation of monthly financial reports.
- Maintain awareness of staff activities, priorities, and resource allocation to ensure alignment with organizational goals.
- Oversee the development, enhancement, and expansion of educational programs that advance the professional, technical, and leadership skills of ATS members.
- Maintain relationships with course faculty and serve as the primary point of contact for contracts, agreements, and memoranda of understanding.
- Develop and recommend membership and educational program business plans, including course schedules, webinars, faculty recruitment, locations, marketing strategies, and promotional plans.
- Provide staff support to ATS committees, councils, and task forces, including but not limited to:
 - Executive Committee
 - Governance Committee
 - Development and Partnerships Committee
 - Legislative and Policy Committee
 - Trauma Prevention Coalition
- Coordinate agenda development, meeting notices, minutes, and follow-up activities with committee and council leadership.
- Ensure the Trauma Information Exchange Program (TIEP) database is updated biannually.

Communications (350 Hours)

- Provide a weekly written summary to the ATS President outlining accomplishments, priorities, and upcoming activities.
- Oversee ATS communications strategy, including website content, social media, newsletters, and member engagement efforts.
- Coordinate communications activities across the ATS staff team.
- Produce content for the weekly Inform newsletter and monthly Pulse publication.
- Develop communications for members and non-members regarding educational programs, organizational initiatives, advocacy efforts, and leadership communications.
- Develop, implement, and evaluate the annual social media communications plan.
- Monitor communication metrics and engagement data to guide future strategies.

Board Governance (250 Hours)

- Support the Board of Directors in fulfilling the organization's mission and strategic objectives.
- Develop policies, procedures, and programs that implement goals established by the Board and Executive Committee.
- Ensure timely and accurate communication with the Board of Directors.
- Provide information and recommendations necessary for informed Board decision-making.
- Staff monthly Executive Committee meetings, Finance Committee meetings, and Governance Committee meetings as scheduled.
- Support Board development, strategic planning, and governance initiatives.

Trauma Survivors Network (100 Hours)

- Provide oversight and support for the Trauma Survivors Network.
- Develop recruitment and engagement strategies to expand network participation.
- Manage TSN operations and supervise assigned staff.
- Establish systems to measure participant engagement, outcomes, and program effectiveness.
- Communicate program impact to the Board, funders, partners, and other stakeholders.

General Support

- Provide additional support and special project assistance as assigned.

Annual Hours

Total Estimated Hours: 2,100

Annual hour allocations are estimates and may be adjusted based on organizational priorities. ASMI employees are expected to work a minimum of 42 hours per week and complete time records daily.

Salary

Commensurate with experience. Full-time employee of ASMI.

Job Summary

The Executive Director serves as the chief staff executive and is responsible for oversight of all day-to-day operations of ATS. The Executive Director leads partnership development, strategic planning, educational programming, membership engagement, organizational growth, and external relations. This hybrid role includes oversight and management of activities scheduled during normal East Coast business hours, with occasional early/late meetings and extended work hours as required.

The position supervises ATS membership, education, and administrative staff, with overall supervision provided by the ASMI President. The Executive Director may also support other ASMI clients as appropriate.

Qualifications

Knowledge

- Project planning and management
- Financial stewardship and budget management
- Fund development and partnership cultivation
- Research and evaluation methods
- Adult learning principles
- Association management best practices

Certified Association Executive (CAE) designation preferred.

Skills

- Strategic leadership and organizational management
- Marketing and communications
- Relationship development and stakeholder engagement
- Strong written and verbal communication skills
- Excellent member service orientation

- Ability to build consensus and foster collaboration
- Commitment to the mission of ATS

Travel is required, including attendance at Board meetings, trauma conferences, educational programs, partner meetings, and other events supporting ATS strategic priorities. Estimated travel is 8-10 trips annually.

Education and Experience

- Bachelor's degree required.
 - Master's degree preferred in Association Management, Education, Public Health, Healthcare Administration, or a related field.
 - Association management experience required.
 - Experience in trauma systems, emergency medical services, healthcare education, nonprofit leadership, or related fields preferred.
 - Demonstrated experience managing educational programs, strategic initiatives, and stakeholder relationships.
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Contact

Send resumes to:

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