

Chief Executive Officer American Medical Informatics Association

Job summary

The chief executive officer (CEO) of the American Medical Informatics Association (AMIA) is the primary executive leader for the organization and is accountable to the AMIA Board of Directors as outlined in the AMIA bylaws. This position is responsible for advancing AMIA's mission, providing service to a broad audience, improving its organizational strength, and ensuring AMIA's strength in a policy leadership role. The CEO's primary responsibility is to assure that these opportunities are realized and, where possible, extended.

The CEO oversees the programmatic, administrative, and management activities of AMIA including the advancement of new programs that have important business opportunities for AMIA. The CEO will actively engage AMIA membership –through the AMIA Board of Directors, AMIA's committees, and other venues – in the development of such programs and will assure that there is synergy between the activities of the AMIA membership and the activities of the AMIA staff.

A moderate amount of travel is required with this position. The position is primarily remote with intermittent in person interactions. AMIA is incorporated in Washington, DC.

Job expectations

- Implement the strategic vision created by the Board of Directors. Serve as a strategic partner and trusted advisor. Share knowledge and educate the organization's elected leaders, members, and staff about AMIA's strategy, opportunities, and challenges.
- Serve as the senior-most leader of AMIA staff and AMIA operations.
- Demonstrate and foster a business-minded approach to planning, budgeting, and execution.
- Serve as a consensus builder. Promote communication and cooperation among programs and stakeholder to create a shared vision and spirit of unity across the organization.
- Set the tone for a culture of business ethics, integrity, and accountability that mirrors AMIA's values throughout the organization. Accountable for ensuring AMIA operations and programs are fully compliant with all applicable laws, rules, regulations, and standards.
- Provides leadership in developing and retaining a competent, high performing professional staff. Mentors and motivates staff in a team-oriented environment.
- Maintain and grow financial and administrative stability in its various aspects throughout the organization including membership, identifying new revenue streams that represent a diversified portfolio that is aligned with the strategic plan, ensuring continued success of annual meetings, and advancing AMIA's corporate engagement program.
- Interact regularly with the AMIA membership to assure that they are empowered, and their needs and expectations are understood, and represented.
- Identify key priorities, growth opportunities, and strategic initiatives to drive innovation and enhance AMIA's impact in the specialty and in the broader health care ecosystem. Monitor market trends, regulatory changes, and competitive landscapes to inform strategic decision-making.
- Seek strategic partnerships to help advance AMIA's goals. Represent AMIA in interactions with government and other policy making forums, industry, scientific organizations, academic and healthcare delivery institutions, and other organizations that are relevant to the field of informatics.

- Establish and maintain credibility with AMIA members as well as with health policy leaders.
- Embrace the diversity of the AMIA membership and assure that the professional needs of all subgroups are met and that every member has the chance to become a valued contributor to the organization.
- Consistently articulate and make known AMIA's position on important informatics issues, both to the membership and external audiences.
- Take the lead on efforts related to the advancement of professional certification for all AMIA members where such certification makes sense.

Required Skills and Qualifications

Education:

- Bachelor's degree

Experience and skills:

- Proven track record of previous leadership experience as well as a strong management track record. The candidate should also have a demonstrated history of business acumen.
- Possess superb planning, organizational, problem solving, public presentation and writing skills.
- Experience leading leaders and front-line staff, as well as leadership development.
- Excellent oral and communications skills.
- Demonstrated relational qualities (active listening, clear/concise communication, humble inquiry, effective relationship building, understanding of customer requirements/meeting them where they are at)
- Demonstrated ability to establish and maintain working relationships with peers and stakeholders at all levels of the organization.
- Great understanding of organizational dynamics and operations.
- A track record of designing and implementing association, non-profit, or other professional society programs.
- Experience in association management. If minimal experience with association management, must be willing to pursue a Certified Association Executive (CAE) credential.
- Have ready ability to create a plan in response to the Board's strategic vision and lead a team effectively to implement that plan, as well as the ability to work independently with strong vision and deliverables aligned with strategic goals.
- Possess enthusiasm for the opportunities that are created by involvement with informatics and with AMIA and should be able to convey that enthusiasm to prospective members.

Preferred Skills and Qualifications

Education:

- A degree or other formal training in healthcare, informatics or a related field.
- Certified Association Executive (CAE) credential

Experience and skills:

- Experience in healthcare, data science and/or informatics preferred.
- Working knowledge of health IT, healthcare, and the domain of informatics.

At AMIA we are committed to diversity and creating an inclusive environment for all employees. We are proud to be an Equal Opportunity Employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, age, ethnic or national origin, gender, sexual orientation, gender identity/expression, pregnancy, marital status, religion, physical or mental disability, military/veteran status, or any other protected status.

EEO Employer/Vets/Disabled

Overview of AMIA

AMIA (the American Medical Informatics Association) is the professional society for more than 5,600 informatics health care professionals, researchers and thought leaders in biomedicine, health care, and science. AMIA is a community committed to the vision of a world where informatics transforms people's care. Over the last 35 years, the use of informatics has grown exponentially to improve health and to make better healthcare decisions. Today, informatics is the key to accelerating the current goals of healthcare reform.

AMIA is a professional scientific association that was formed by the merger of three organizations in 1988: the American Association for Medical Systems and Informatics (AAMSI); the American College of Medical Informatics (ACMI); and the Symposium on Computer Applications in Medical Care (SCAMC). For more than 35 years, members of AMIA and its honorific college, ACMI, have sponsored meetings, education, policy, and research programs. AMIA continues to gain influence as the authoritative voice in the growing field of informatics through the individual and collective efforts of its members, who continue to drive thought leadership, and research and practice in their respective disciplines.

Every day millions of people benefit from informaticians' ability to accelerate healthcare's transformation by collecting, analyzing and applying data directly to care decisions. Data produced throughout health and healthcare is the driving force of informatics and its ability to innovate critical advancements that directly benefit people. AMIA's members are critical to discovering these insights, which is why AMIA is committed to being the professional home for the informaticians of today and the driver of informatics' future.

AMIA aims to lead the way in transforming health care through trusted science, education, and the practice of informatics. AMIA connects a broad community of professionals and students interested in informatics. AMIA is the bridge for knowledge and collaboration across a continuum, from basic and applied research to the consumer and public health arenas. More details of AMIA's strategic plan can be found [here](#).
