

EXECUTIVE POSITION PROFILE

Executive Director



This search is being conducted by:

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I. Opportunity

Since 1968, the Biomedical Engineering Society (BMES) has proudly served as the home for students, educators, researchers, scientists, and industry professionals committed to the biomedical engineering profession. Biomedical engineers are employed in diverse settings, including academia, industry, medical centers, research facilities, and government agencies; their education and experience allow them to bridge the engineering and medical fields.

BMES is keenly aware of the vital role that biomedical engineering plays in the advancement of human health and well-being, and the Society strives to promote translation of technologies and foster fruitful collaborations among the varied professionals working in this exciting field. The increasing numbers of technologies and applications to medical equipment and devices, coupled with the medical needs of a growing and aging population, will continue to require the services of biomedical engineers.

BMES now seeks a dynamic and innovative leader as its Executive Director with the drive and experience to carry out the mission of the organization and to lead the Society to a new level of growth and accomplishment. The BMES Board of Directors is developing a new Strategic Plan, establishing their strategic objectives and goals to further focus the Society's future efforts and identity. The incoming Executive Director will embrace the opportunity to lead the organization by collaborating with the Board and member volunteers and managing a staff that has been prepared by the Interim Executive Director to meet ambitious new goals.

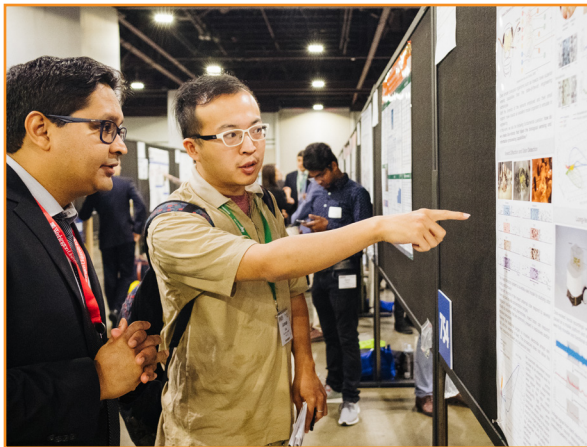


Key Responsibilities of the Executive Director

The Executive Director reports to the BMES Board through its President and has overall strategic and operational responsibility for the mission, programs, and services of BMES. He or she is a non-voting, ex-officio member of the Board of Directors. Leading the staff, the Executive Director is responsible for accomplishing the following key responsibilities:

Governance, Operations, and Administration

- Facilitate strategic conversations within the Board; contribute to the development of the BMES Strategic Plan; and create an Operations Plan to support the accomplishment of strategic goals.
- Collaborate with the Board in the formation of new policies, procedures, and programs.
- Administer and direct programs approved by the Board.
- Establish and maintain a close working relationship with the leadership to ensure effective and transparent communications among the leadership, committees, membership, staff, and the community at large.



- Serve as executive staff to the Board and its Executive Committee by organizing meetings and preparing and distributing meeting agendas, materials, and minutes.
- Maintain regular communications with the Board and provide an Annual Report on the state and accomplishments of the organization.
- Maintain the organization structure ensuring the human resources needed to carry out BMES' mission and the operations plan.

- Ensure an office culture that is inclusive, fair, high-energy, and goal-directed.
- Create a professional development program to ensure staff growth and competence.
- Actively engage and energize members, volunteer leaders, board members, industry partners, and staff to move BMES forward.
- Manage the day-to-day business operations overseeing the performance of staff, independent contractors, and any contractual partners.

Finance

- Working with the Finance Committee, Treasurer, and Finance Director, develop and propose BMES' annual budget.
- Manage the approved budget and provide regular financial reports to the Board, highlighting areas of concern or opportunity.
- Effectively maintain and grow BMES' assets and reserves, and oversee the management of investments.
- Develop opportunities for donations and sponsorships and seek participation at all levels.
- Ensure that appropriate accounting practices are followed and that all necessary financial and budgetary records are maintained as required.
- Arrange for a Certified Public Accountant to conduct an annual audit of BMES finances and ensure the provision of the data needed to perform the audit.

Marketing, Membership, and Programs

- Oversee the development of internal and external marketing and communications strategies for existing and prospective members, clinicians, and industry professionals that identify member needs, effectively communicate the member value proposition, increase the visibility of BMES products and services, and promote the important work conducted by biomedical engineers.
- Serve as an active advocate for BMES representing the interests of members and continually enhancing BMES' visibility and opportunities for collaboration.
- Ensure that BMES' programs and services meet members' needs.
- Seek opportunities to promote the biomedical engineering profession and membership in BMES.
- Oversee program development, marketing, and administrative support for the annual meeting and SIG meetings.
- Coordinate all fundraising and sponsorship activities, actively soliciting new sponsors and donors.
- Nurture existing partnerships, and create new strategic partners and donors to enhance BMES' meetings, grants, and awards programs.
- Work with corporate members to develop a service program to meet their needs while simultaneously enhancing the work of BMES.
- Champion BMES members in ways that advance their professional status and the work of the profession.
- Oversee the publication of BMES' journals, e-newsletter, and blog, and manage all contracts with outside publishers.
- Maintain an up-to-date and vibrant website and social media presence.

Diversity and Inclusion

BMES is committed to diversity and inclusion and strives to build and nurture a culture and community of inclusiveness within the Society and the profession. The BMES Executive Director will support the Board in its diversity and inclusion efforts to ensure that BMES as a Society is truly inclusive in all ways.

Qualifications, Experience, and Competencies

A successful candidate should possess the following experiences and qualifications:

- Bachelor's degree; advanced degree or equivalent work experience (particularly in science, engineering, or management) desirable.
- A minimum of five years of senior association or related business management experience.
- Experience in the management of a scientific organization desirable.
- A history of success working with a volunteer board of directors and the ability to cultivate board member relationships, roles, and responsibilities.
- Proven ability to lead an organization and manage all aspects of a headquarters office.
- Evidence of effective financial management, including financial planning, budgeting, and strategic growth of the income and assets of an organization.
- Evidence of experience in or strong commitment to promoting diversity.
- Demonstrated ability to collaborate and to broker win-win solutions in groups with multiple perspectives.
- Experience in developing and implementing a strategic plan and accomplishing its goals.

- Experience in developing strategic relationships with industry partners resulting in robust exhibit and sponsor programs as well as strong philanthropic participation.
- Experience in overseeing the management of a scientific meeting.
- Strong written and verbal communications skills.
- Flexibility to travel as required for the effective management of the organization.

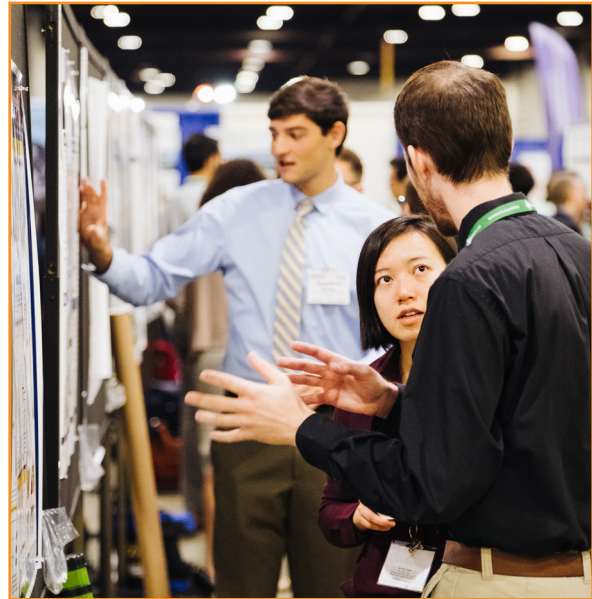
Personality and Behavioral Traits

The following traits will be important for success in the BMES role:

- Strategic thinker
- Strong communicator
- Member-centric mindset
- Collaborative and mentoring management style
- A drive to succeed
- Entrepreneurial in approach
- Ability to help formulate and lead Board initiatives
- Dynamism
- Intellectual curiosity
- Honesty, with a highly-developed sense of ethics
- Appreciation for science and engineering
- An approachable “people person” with enthusiasm for working with a diverse group of members, including students, early, mid- and late career professionals, board members, and Biomedical Engineering Department Chairs

Measures of Success

The specifics regarding measures of success, including metrics, will ultimately be agreed upon by the successful candidate and the BMES Executive Committee, but



at the end of the first year the Board would expect the following:

- A smooth transition has taken place with the Executive Director developing effective relationships and rapport with the BMES Board, staff, and key volunteer leaders.
- The Executive Director has actively engaged and energized members and supporters.
- The Executive Director demonstrates a solid understanding of the Biomedical Engineering profession and the many venues in which it is practiced.
- BMES operations are being effectively managed and include high-functioning and motivated staff and volunteers.
- A meaningful member value proposition has been articulated, and membership is growing.
- The Executive Director is effectively implementing the new BMES Strategic Plan and has created an operational plan to support it.
- BMES finances are well-managed and on track to meet budget and reserve goals.

II. Organization Review

The Biomedical Engineering Society (BMES) was established in 1968 as a place where students, academics, researchers, and practitioners in both biomedicine and engineering would have a place to network, discuss research and common interests, and build their careers. The Society has grown to approximately 8,000 members (including over 5,000 student members) and more than 140 student chapters. It is a 501(c)(3) organization with an annual operating budget of approximately \$3 million and a staff of 10. BMES is headquartered in Landover, Maryland, in a convenient location adjacent to the Metro and Routes 50 and 495.

Vision

The Vision of the Biomedical Engineering Society (BMES) is to serve as the world's leading society of professionals devoted to developing and using engineering and technology to advance human health and well-being.

Mission

The Mission of BMES is to build and support the biomedical engineering community locally, nationally, and internationally with activities designed to communicate recent advances, discoveries, and inventions; promote education and professional development; and integrate the perspectives of the academic, medical, governmental, and business sectors.

Membership

Individuals working in biomedical engineering research or practice and those with a demonstrated professional interest in biomedical engineering, bioengineering or a related engineering field may join BMES as professional members. In addition, BMES has a strong focus on students, and reduced-rate memberships are available to biomedical engineering undergraduate and graduate students. Special rates are also available for graduates who are early in their biomedical engineering career. Members may join one of three special interest groups (SIGs): Advanced Biomanufacturing, Cellular and Molecular Bioengineering, and Medical Devices.

Student members are encouraged to join a student chapter, if available, to enhance their membership experience. Chapters provide numerous opportunities to network, develop leadership skills, and



participate in career development programs. Corporate memberships with an array of benefits are also available to companies with an interest in the work of BMES and the biomedical engineering field.

BMES members work in or study the following cutting-edge areas of medicine and engineering:

- Biomedical Electronics
- Biomechatronics
- Bioinstrumentation
- Biomaterials
- Biomechanics
- Bionics
- Cellular, Tissue, and Genetic Engineering
- Clinical Engineering
- Medical Imaging
- Orthopaedic Bioengineering
- Rehabilitation Engineering
- Systems Physiology
- Bionanotechnology
- Neural Engineering

Education and Meetings

The exchange of information and lifelong education are core values for BMES and are accomplished through publications, online and in-person seminars, and meetings. The BMES Annual Meeting is the most highly-valued member benefit and attracts approximately 5,000 attendees. In 2020, it will be held in October in San Diego. This exciting event includes abstract submissions, poster sessions, exhibits, general sessions and breakouts, and a student



competition. Attendees have an opportunity to learn about biomedical engineering programs, promulgate their research, hear state-of-the-art talks, and meet others working in their field.

In addition to the Annual Meeting, BMES also offers more targeted meetings, including a Cellular and Molecular Bioengineering Conference and other meetings developed by its Special Interest Groups. In 2021, BMES will partner with the FDA to present Frontiers in Medical Devices in Washington, D.C. BMES members also enjoy free access to live webinars throughout the year on biomedical engineering professional development. These webinars are archived and can be watched on demand.

The Society publishes three scientific journals, included with membership, to keep members informed regarding developments in the biomedical engineering profession: *Annals of Biomedical Engineering*, *Cellular and Molecular Bioengineering*, and *Cardiovascular Engineering and Technology*. In addition, BMES produces a monthly e-bulletin and regular blogs to keep members informed regarding BMES activities.

Awards

BMES is committed to recognizing the work of its members, both established professionals and rising stars in the student sector. To do so, BMES offers several awards for outstanding contributions to the Society or the field of biomedical engineering. Student Chapters may also be recognized through Chapter Awards and travel grants. Awards include an honorarium or a stipend, and awardees are recognized at the Annual Meeting.

BMES Leadership

Executive Committee

President

Dawn Elliott, Ph.D.
Professor and Chair
University of Delaware

President-Elect

John White, Ph.D.
Professor and Chair
Boston University

Immediate Past-President

Lori Setton, Ph.D.
Professor and Chair
Washington University

Secretary

Cynthia Reinhart-King, Ph.D.
Professor
Vanderbilt University

Treasurer

Shelly Sakiyama-Elbert, Ph.D.
Professor and Chair
University of Texas

Publications Board Chair

George A. Truskey, Ph.D.
Professor
Duke University

Finance Committee Chair

Donald P. Gaver, Ph.D.
Professor
Tulane University

Executive Director - Interim

Matthew Loeb

2017-2020 Directors

Rebecca Willits, Ph.D.
Professor & Associate Chair
The University of Akron

Anjelica Gonzalez, Ph.D.
Associate Professor
Yale University

Craig Simmons, Ph.D.
Professor
TBEP/University of Toronto

Hanjoong Jo, Ph.D.
Professor and Associate Chair
Emory University and Georgia Tech



2018-2021 Directors

Trena Arinzeh, Ph.D.

Professor

New Jersey Institute of Technology

Debra Auguste, Ph.D.

Professor

Northeastern University

Princess Imoukhuede, Ph.D.

Professor

Washington University in St. Louis

Alisa Morss Clyne, Ph.D.

Associate Professor

Drexel University

2019-2022 Directors

Lola Eniola-Adefeso, Ph.D.

Professor

University of Michigan

Nicole Hurley, Ph.D.

Group Leader

Medtronic

Roland Kaunas, Ph.D.

Associate Professor

Texas A&M University

Christine Scotti, Ph.D.

Product Specialist

W. L. Gore & Associates

Digital Presence

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III. About Vetted Solutions

Vetted Solutions is a Washington, D.C. based executive search firm specializing in association, nonprofit, and hospitality/destination marketing community recruiting and consulting. We focus on senior staff and CEO positions. For confidential consideration, please email your resume and cover letter to **BMESEDSearch@vettedsolutions.com** or contact Vetted Solutions at +1 202 544 4749.

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