

## **FAER President & CEO (Executive Director)---Job description**

“What ever needs to be done at the time” Alan D. Sessler, MD,

Time Commitment: Approximately 0.5 FTE

Compensation: Honorarium to be determined (not a voluntary position)

### Reporting Structure:

President Reports to the Chair and members of the Board of Directors  
FAER Office Staff reports to the President & CEO

### RESPONSIBILITIES:

The President in collaboration with the Chair of the Board of Directors will oversee all operations of the organization including fund raising, financial planning and budget control, public relations and community awareness, strategic planning, Board development, staff motivation and development:

#### Administration:

- Review annually & update the FAER Mission Statement and Strategic Plan in consultation with the Board of Directors
- Facilitate agendas for meetings of the Board of Directors in consultation with the FAER officers and committee chairs
- Build, engage and retain a strong and active Board of Directors
- Lead and support individual Board members in communicating the mission, programs, and needs of FAER to their local & state, academic and subspecialty societies in anesthesiology and relevant subspecialties in medicine as a whole, ASA members, its officers, the Board of Directors, and representatives to the ASA House of Delegates.
- Inform in a timely manner the FAER Board of Directors about significant political, financial and policy issues and questions.
- Advise the FAER Treasurer & Finance Committee in their evaluation and selection of investment management firms to grow the endowment.
- Coordinate with FAER staff the research grant review, funding and management processes.
- Receive recommendations from the ASA Committee on Research for funding applications and oversee awards decided by the FAER Board of Directors
- Direct the FAER office staff with the operational and personnel functions.

#### External Relations:

- Serve as liaison to ASA officers, members of the Board of Directors, and executives in the Park Ridge & Washington offices.
- Represent & promote FAER’s interests to the ASA officers, Board of Directors, House of Delegates, committees, and the general membership.
- Oversee FAER’s research & teaching programs at the ASA annual meeting
- Promote co-sponsorship of grants with subspecialty, corporate and private practice groups.
- Advance FAER through media publicity opportunities.
- Establish and maintain contacts with relevant groups in science and medicine as a whole.

Development:

- Play a leading role in securing philanthropic support to ensure FAER continues to grow to achieve its vision.
- Plan, develop and oversee the implementation of short term and long term strategies and tactical objectives to increase philanthropic support. Accepts accountability for results..
- Identify , initiate, establish and implement cooperative ventures with grant-awarding institutions, foundations, societies, and corporations
- Represent & promote FAER programs & funding needs at academic and subspecialty society meetings (ASA, AUA, IARS, PGA, SEA, ASCCA, etc.).

Revised 2/10/2010