

(This search ended in March, 2004, with the appointment of Judith Shamir, director of leadership services at the American Nurses Association.)

Job Announcement

Institute of Medicine (of the National Academies)

Membership Director

(Posted: February 26, 2004)

The Institute of Medicine in Washington, DC, has retained Slesinger Management Services to recruit a highly organized, discreet, and people-oriented person to manage its activities and programs for members. This person's primary responsibility as Membership Director will be to oversee the complex process to elect members to this prestigious organization. This person will also staff the Institute's Council, which is its governing board.

Applications will be accepted until the position is filled.

The Organization

The Institute of Medicine is a nonprofit organization chartered by Congress in 1970 to provide advice on matters of biomedical science, medicine, and health. Part of the National Academy of Sciences, the Institute provides unbiased, evidence-based, and authoritative information and advice concerning health and science policy to government policy-makers, health professionals, and the public. At the request of federal agencies and private foundations, the Institute undertakes studies on topics of national importance. Recent studies have addressed obesity in children, educating health professionals in the 21st century, public financing and delivery of HIV care, and accelerating the development of new cancer treatments. The Institute has earned a reputation for independence and integrity, which gives its findings great influence.

The Institute has an annual budget of \$38 million and a staff of 180 people. The President and CEO is Dr. Harvey Fineberg, former provost of Harvard University and former dean of Harvard's School of Public Health. To learn more about the Institute of Medicine, go to www.IOM.edu.

The Membership Program

At the core of the Institute of Medicine are its members. They are drawn from the leadership echelons of the health professions and related fields such as social science, law, public policy and administration. Members are elected for life. Some have high-level, fulltime positions at universities, foundations, and other organizations; others are retired but active in the Institute's work. There are currently 1,300 members.

To become a member, a person must be nominated by an existing member and elected by the full membership. According to the Institute's bylaws, no more than 65 people can be elected each year; the number nominated is typically well in excess of that ceiling.

The Position and its Principal Responsibilities

Since members are elected in a highly competitive process, this position is quite different than membership positions at many other nonprofit organizations, especially associations that focus on recruiting and retaining revenue-generating individuals. At the Institute, members are not subscribers or customers; they are there by invitation only, i.e. via a nomination and election process.

The overriding responsibility of the Membership Director is to insure that this competitive process, which spans several months, runs smoothly. Specific tasks include preparing agendas and minutes of meetings, supervising election logistics and materials (including review of all nomination applications), supporting committees in their deliberations, supervising the balloting, and preparing press releases on the election results. The Membership Director is also responsible for staffing the quarterly meetings of the Institute's Council (its governing board) and various committees of the Council, as well as organizing the Institute's annual meeting.

The Membership Director reports directly to the Executive Officer (chief operating officer) of the Institute of Medicine, and also works closely with the Institute's President as well as the Home Secretary and Foreign Secretary, two part-time positions that are held by Institute members to be liaison between the membership and staff.

Desired Skills, Experience, and Characteristics

The ideal candidate should be:

1. Supremely organized, with meticulous attention to detail and an infallible ability to meet the many deadlines that make up the nomination and election process.
2. Familiar with competitive processes, such as the ones found at honorific societies or in university scholarship programs.
3. Interested in serving members, including when they have questions, concerns, or suggestions related to the election process, Institute programs, or other Institute activity.
4. A skilled diplomat, able to work effectively with diverse personalities among the prestigious membership.
5. Knowledgeable about computers and information technology, and interested in finding ways to apply new technologies to the election process and overall office administration.
6. Genuinely interested in the medical and health topics addressed by the Institute.
7. Familiar with the ways of introducing change and improvement in a scholarly, academic-oriented institution where tradition, protocol, and process are highly valued.

8. A seasoned manager, capable of overseeing a staff of two other professionals.
9. An excellent communicator, both in writing and orally.
10. Able to travel at least two to three times per year to attend Institute programs.
11. A team player, with a good sense of humor.

Compensation

The compensation package will include a salary that will be commensurate with experience and qualifications, and competitive with positions at comparable organizations in Washington, DC, plus a generous benefits package.

To Apply

Please e-mail (or mail): 1) cover letter, 2) resume, and 3) three-year salary history (which will be held in strict confidence) to:

Larry H. Slesinger
Slesinger Management Services
5016 Westpath Terrace
Bethesda, MD 20816
Tel.: 301-320-0680
E-mail: Larry@SlesingerManagement.com

(Please include "IOM" in subject line; attached files in Microsoft Word or PDF only)

(This job announcement can also be found at <http://www.SlesingerManagement.com>.)

The Institute of Medicine is an equal opportunity employer.