Chief Executive Officer – Wilderness Medical Society

The Wilderness Medical Society (WMS) is seeking a highly motivated, self-disciplined, and inspirational leader. The WMS is the only non-profit 501(c)(3) membership organization advancing healthcare, research, and education related to wilderness medicine. Established in 1983, the WMS is currently the international authority on wilderness medicine education, including CME programs, medical school rotations, outdoor programs and the creation of the Academy of Wilderness Medicine. The Society holds 2 to 3 conferences annually gathering members and non-members to learn, network and collaborate on their passion of wilderness medicine. In addition, the WMS publishes the *Wilderness and Environmental Journal*, *Wilderness Medicine (WM) magazine*, and *Wilderness Medical Society: Practice Guidelines for Emergency Care* and the *WMS Educational Lecture Series*.

The Chief Executive Officer is the key management leader of the Wilderness Medical Society. The CEO is responsible for overseeing the mission, governance of the society, financial performance and viability, operations, administration, programs and strategic plan of the society. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the President of the Board of Directors.

**Responsibilities include:**

1. Leading the society in a manner that supports and guides the organization’s mission as defined by the Board of Directors.

2. Oversee and organize Board meetings. Report to, and work closely with, the Board of Directors in policy decisions, fundraising, and to increase the overall visibility of the WMS. Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions. This includes evaluating the performance of individual Board and staff members.

3. Organize the 1,3, and 5-year strategic plan as a guide to the decisions of the WMS to successfully fulfill its mission into the future. This includes establishing and maintaining relationships with various organizations and utilize those relationships to strategically enhance WMS’s mission.

4. Serve as WMS’s primary spokesperson to the organization’s constituents, the media, and the general public. This includes the enhancement of WMS’s image by being active and visible in the community and by working closely with other professional, civic and private organizations.

5. Drafting and executing all notes, agreements, contracts, and other instruments made and entered into and on behalf of the organization.
Professional Qualifications:

- MBA or equivalent, along with a minimum of 3 years senior nonprofit management experience is preferred. Other highly qualified candidate backgrounds and experiences will be considered on an individual basis.
- Strong budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff and contractors

Candidate will be available by telephone and e-mail to the Board of Directors, members, the public, and all other interested parties during usual business hours, 9:00 a.m. to 5:00 p.m., Monday through Friday, except recognized holidays and approved vacation days.

Candidate will be available by telephone to the WMS President and its Executive Committee on an on-call basis: 24 hours a day, 7 days a week, excluding Holidays and Vacation Days.

Salary and benefits commensurate with experience and other qualifications. Quality benefits package includes health and PTO

Email resumes to: Bob@wms.org