



AMERICAN COLLEGE OF OCCUPATIONAL AND ENVIRONMENTAL MEDICINE

Position:	Executive Director
Organization:	American College of Occupational and Environmental Medicine (ACOEM)
Position Type:	In-Person/Hybrid
Salary Range:	\$215,000 - \$250,000

ORGANIZATION

Founded in 1916, the American College of Occupational and Environmental Medicine (ACOEM) represents more than 3,200 physicians and other healthcare professionals specializing in the field of occupational and environmental medicine. ACOEM is the nation's largest medical society dedicated to promoting the health of workers through occupational medicine, clinical care, research and education. Occupational and environmental medicine is a board-certified designation within the specialty of preventive medicine that focuses on the diagnosis and treatment of work-related injuries and illnesses and other work-related issues, as well as disability assessment and mitigation, regardless of the source of the impairment. Occupational health professionals, including physicians, physician associates, nurse practitioners, nurses, industrial hygienists, safety professionals, and environmental health specialists are the leading experts in the complex interplay of factors that affect health in the workplace, helping organizations of all kinds ensure the health and productivity of their employees and advancement of the overall economy.

To learn more about ACOEM, visit www.acoem.org

POSITION

The Executive Director is responsible for the overall management of ACOEM and its staff to ensure effective administration of policies, programs and activities as determined by the Board of Directors. The Executive Director has the ultimate responsibility for carrying out the mission of ACOEM and achieving all of its strategic goals in a manner consistent with the core values of the organization.

REPORTING RELATIONSHIPS

The Executive Director reports to the Board of Directors, with primary interaction with the President, Presidential Line, and its Executive Committee. Direct reports include the Director, Education & Experience; Director, Marketing & Communications; Director, Engagement; Director, Scientific Affairs and Associate Director, Operations & Governance.

ESSENTIAL FUNCTIONS/DUTIES & RESPONSIBILITIES

- Provides for the effective operation of ACOEM within the framework of its bylaws and assures that the Board of Directors is regularly and adequately informed through meetings or discussions with the Board Officers and through regularly scheduled meetings of the

Board of Directors, the Executive Committee, other Board committees and the House of Delegates.

- Maintains and directs ACOEM's day-to-day operations, overseeing all personnel/human resources, financial and other managerial activities, while meeting regularly with key staff or consultants responsible for financial matters, legislative affairs, information systems and society and product services. The Executive Director consults with committee chairpersons, other directors, legal counsel and others as necessary.
- Initiates, prepares, executes and evaluates the strategic plan for ACOEM in conjunction with the Board of Directors.
- Adheres to all elements of corporate responsibility including open and effective Board relations.
- Recruits, onboards and motivates ACOEM personnel. Maintains a sound and efficient staff structure and builds and promotes a positive, team-oriented culture.
- Provides leadership aimed toward strengthening both internal and external partnerships.
- Ensures the interests and engagement of ACOEM membership at local, state, national and international venues on policy, public health and public relations issues regarding the practice and advancement of occupational and environmental medicine.
- Sustains the financial viability of ACOEM and identifies opportunities for revenue diversification and enhancement. Manages and articulates organizational financial priorities and needs to the ACOEM staff, executive officers and the Board of Directors.
- Anticipates legislative and regulatory trends with respect to the practice and advancement of occupational and environmental medicine and develops an appropriate action plan for ACOEM.
- Oversees the organization of key meetings, educational offerings, research activities and service offerings vital to the effective practice and advancement of occupational and environmental medicine.
- Fosters professional and productive relationships with all relevant governmental agencies and other organizations.
- Assures diversity among the employees and maintains an environment in which all employees feel comfortable and safe.
- Is responsible for other related activities that may be assigned by the ACOEM Board of Directors.

EXPERIENCE AND QUALIFICATIONS

ACOEM seeks a leader who sets a personal example of integrity, business, acumen, and mentorship and evokes the best from staff, volunteer leaders and partners. The ideal qualifications include:

Education and Experience

- Minimum of a Bachelor's degree. A relevant Master's degree (Business, Health Administration or related) is strongly preferred. CAE preferred.
- Minimum of 10 years of senior-level leadership preferably with experience at a health care membership association, life sciences organization, health care provider, health care policy organization or related entity.

- Experience leading an organization through a strategic planning process, from setting the vision and agenda to the successful implementation and execution of key initiatives.
- Experience raising awareness of a profession/organization and guiding the process of refining/reimagining an organization's brand and identity.
- Exceptional written and verbal communications skills, with polished presentation, persuasion and public speaking skills.
- Demonstrated experience in leading and working with a volunteer Board of Directors.
- Strong business and financial acumen: smart, intuitive, analytical and astute. The successful candidate has an entrepreneurial focus and a track record of identifying and prioritizing areas for growth.
- Demonstrated experience successfully leading an organization through challenges such as a shifting membership profile, evolution of revenue models, expansion of service lines, or international expansion.
- Well-established advocacy experience and skills with a personal track record of interacting regularly and effectively with state and national government officials, other healthcare organizations and the media.
- Experience leading an organization's practice quality management programs helpful.
- Experience overseeing a credentialing program is a plus.

Attributes and Personal Characteristics

- A visionary leader with wisdom and ability to embrace new ideas while recognizing and preserving traditions that have worked well.
- A leader who works with the ACOEM Board of Directors, Executive Committee, House of Delegates, Component Society leadership, and particularly the current President in a complementary partnership. The Executive Director provides association management expertise, and the Board provides medical knowledge, all in a committed effort to create a healthy future for occupational and environmental medicine.
- A champion of innovative ways to leverage the multiple platforms that ACOEM maintains nationally.
- A collaborator and bridge-builder at heart; one who looks to grow through partnerships with relevant stakeholders and who can present a compelling case to work together to meet mutual goals.
- An energetic, forward-thinking and creative individual with the highest ethical and professional standards who is seen as a role model for others.
- Capable and willing to be a statesperson and diplomat for ACOEM; one who personifies what ACOEM and its members stand for. Possesses a strong presence acknowledged both within and outside the organization. She/he will be passionate about the field of occupational and environmental medicine.
- A well-organized and self-directed individual with strong interpersonal skills who is "politically savvy," a good team player, and a consensus and morale builder. Delegates authority and responsibilities well, facilitates the professional development of others, and is able to trust, rather than micromanage, subordinates.
- Accountable leader with excellent follow up and follow through skills; has executive presence, a strong work ethic and is a role model for others.

- Possesses a commitment and capacity to engage with and support the activities of the ACOEM Board of Directors.
- Able to build a passion for the field of occupational and environmental medicine and has the desire to help shape historic and meaningful change for the profession.

APPLICATION PROCESS

*Applicants should submit a cover letter and resume by **February 16, 2026** to:
recruiting@acoem.org.*

ACOEM is an Equal Opportunity Employer