

The Association of Schools and Programs of Public Health (ASPPH) seeks a dynamic, experienced association operations professional to serve as its Chief Operating Officer (COO). The COO works collaboratively with the leadership team and staff to align and lead the business and membership operations in support of the ASPPH Vision 2030 strategic framework. ASPPH envisions a world where all people live in thriving communities supported by the work of strong and prepared public health professionals.

The Organization

The Association of Schools and Programs of Public Health (ASPPH) is a 501(c)(3) membership organization located in Washington, DC, that serves as the voice of accredited academic public health. ASPPH's 40-person staff serves and leads over 150 schools and programs accredited by the Council on Education for Public Health (CEPH) and leaders in undergraduate public health education. ASPPH's mission is to advance academic public health by mobilizing the collective power of its members to drive excellence and innovation in education, research, and practice.

ASPPH works with our community of over 103,000 public health professionals and students to help address important public health issues and priorities. Our dedicated member schools and programs of public health play a vital role in advancing health in their communities, and they are united in the common goal of enhancing academic public health locally and globally. Below are some of the key public health priorities we are working on together—priorities we have invested in with our resources, our time, and our passion. These issues are some of the most important of our time and core to the future of public health.

- Diversity, Equity, Inclusion, and Social Justice
- Framing the Future 2030
- Global Action
- Climate Change and Health
- Gun Violence Prevention

ASPPH is governed by a 15-member board of directors and has a current annual operation budget of \$15 million. Current staffing includes 40+ professionals, with a Leadership Team that includes the President & CEO, Chief Academic Officer, Chief External Relations and Advocacy Officer, Chief Information Officer, and Chief Operating Officer. For more information, please visit <https://aspph.org/>

The Position

The Chief Operating Officer (COO) reports directly to the President & CEO and leads a team of individuals with extensive knowledge and experience in their area of function, including accounting, membership development and meetings administration. The COO is a strategic partner to the President, contributing to key strategic and operational priorities, including strategic planning, organizational effectiveness, efficiency, innovation, integrity, and sense of belonging. As a critical association leader and leadership team member, the COO will actively participate in numerous ASPPH initiatives, significantly impacting the organization's direction and success.

The COO will lead an ambitious effort to advance the ASPPH Vision 2030 strategic framework by aligning the efforts of all the areas of the organization. In addition, the COO is responsible for the association's membership functions, including membership recruitment, engagement & satisfaction, and oversight of the general strategy for innovative and engaging meetings, events, and member benefits. The COO also oversees the day-to-day business operations of the association and works to build a healthy, inclusive, agile, innovative, and collaborative culture. The COO leads the finance and human resources strategy to ensure growth and sustainability.

Priorities

The COO's goals are to implement a plan of action for FY25 with innovative and transformative processes, support the advancement of the strategic framework for 2030, continue to support an inclusive and thriving organizational culture, and reach out to corporate companies and foundations to expand our sources of revenue, among other things.

Key Responsibilities

Leadership & Planning

- Lead the development, planning, and implementation of ASPPH strategic plan and budget.
- Ensure that daily operations and business operations are agile and moving forward the Strategic Vision 2030.
- Serve as an active member of the ASPPH leadership team and facilitator of the Leadership Team's work.
- Embody, advance, and model ASPPH culture and values.
- Represent the association and the President and CEO in diverse forums and initiatives.
- Provide staff leadership to selected ASPPH committees and sections, as well as special-topic and time-limited task forces.

Membership Management

- Organize efforts to recruit and retain institutional members and oversee the association's services and programs to ensure they are relevant to them.
- Oversee membership networking and engagement opportunities, including annual meetings, member retreats, and all ad hoc meetings, ensuring innovation, relevance, and pertinence.

Operations Management

- Lead the associations' internal operational and financial processes and day-to-day operations.
- Supervise the business operations, including finance, human resources, operations, and grants management.
- Lead office management functions
- Forge strategic relationships with professional associations, businesses, vendors, and others.
- Create effective measurement tools to gauge the efficiency and effectiveness of internal and external processes.
- Oversee contracts, corporate documents, and legal agreements
- Ensure ASPPH is compliant with all 501c3 and DC-based organizational requirements

Technology Overview

ASPPH utilizes Microsoft Outlook and Office (e.g., Word, PowerPoint, Excel), Salesforce as its Association Management System (AMS), and Sage Intacct as its finance and accounting platform.

Skills and Attributes

Successful candidates for this position will share a commitment to ASPPH's mission and will bring a variety of experiences and attributes to ASPPH, including:

- A minimum of ten years in senior leadership roles, in non-profit preferred. Association management experience preferred.
- Strategic thinker able to develop new opportunities to advance the Association's priorities and mission.
- Demonstrated experience in building a cohesive work environment and facilitating the work of staff.
- Proven ability to organize and work with leaders.
- Experience in leading initiatives and managing projects to advance strategic initiatives.
- Experience in developing and managing budgets.
- Experience in supervising, supporting, and mentoring staff.
- Excellent people skills and a strong "customer service" and collaborative attitude
- Experience in applying organizational change management concepts.
- Excellent written and oral communication skills.
- Superb business acumen and sound understanding of business strategies.
- Knowledge of the higher education community and the organization of health professions education is required.
- Minimum of bachelor's degree. Master's degree preferable.

Work Environment & Benefits

ASPPH values the unique skills, perspectives, and contributions of all staff and fosters diversity and inclusion in the collaborative work environment. The COO position is based in the ASPPH's Washington, DC office. ASPPH functions as a hybrid work environment; the individual must be able to work in the office 2 days each week (Tuesday/Wednesday) and more if needed. The position may involve occasional travel to member institutions and participation in meetings related to the position's professional responsibilities.

ASPPH offers a competitive salary based on industry salary surveys and the individual's experience, as well as a generous benefits package. The salary for this position is \$220,000. We typically do not hire the maximum level to allow for salary growth. The benefits package includes health insurance (employer covers 100% of the individual employee's premium on the Choice Plus plan) and a health reimbursement arrangement – EBC card; disability and life insurance; employee assistance program; paid time off and holidays; a 403(b) retirement plan with a 10% employer contribution after 2 years of service; and other benefits.

All ASPPH staff must be legally eligible to work in the US. ASPPH participates in **E-Verify** to confirm eligibility.

Application Process

To apply, upload resume and cover letter by clicking [here](#). Please contact Ashley Farrell at Ashley.Farrell@marcumllp.com if you experience technical difficulties submitting your materials.

For other inquiries, contact Karen Schuler at Karen.Schuler@marcumllp.com. Resume reviews begin immediately.

ASPPH is deeply committed to the principles of equal employment and to complying with all federal, state, and local laws providing equal employment opportunities and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age, race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), reproductive health decisions, marital status, personal appearance, matriculation, political affiliation, credit information, employment status, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, status as a victim or family member of a victim of domestic violence, a sexual offense, or stalking, or any other status protected by federal, state, or local laws.

ASPPH is dedicated to fulfilling this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, fringe benefits, and other compensation, the application of disability and/or temporary disability policies, termination, and all other terms, conditions, and privileges of employment.

We strive to maintain a work environment that is not just free of harassment, discrimination, or retaliation but fosters diversity and inclusion. We value individuals' unique perspectives and contributions, regardless of age, race, color, national origin, ancestry, religion, sex, sexual orientation, pregnancy, or any other protected characteristic outlined by federal, state, or local laws.

About Marcum's Nonprofit & Social Sector Group

On behalf of ASPPH, Marcum's Nonprofit & Social Sector Group is working with the organization to advance the search. Founded in 1984, we are, and always have been, a mission-driven professional services firm seeking to do more for nonprofits and socially conscious companies like ASPPH. Learn more about our work at <http://marcumllp.com/industries/nonprofit-social-sector>.