

Interim OPTN Executive Director

Position Summary:

The Interim Organ Procurement and Transplantation Network (OPTN) Executive Director (ED) will support the Independent Network of Volunteers for Equitable and Safe Transplants, Inc. (INVEST) as the designated OPTN Board of Directors (OPTN BoD) and will work with OPTN Contractors to understand the needs of the OPTN BoD now and in the near-term future.

Key Responsibilities

Specifically, the Interim ED will:

- Provide continuity in the transition from the current OPTN ED to a future, permanent OPTN ED.
- Support coordination and collaboration with current and future OPTN contractors and the OPTN BoD.
- Collaborate with the OPTN BoD and the Health Resources & Services Administration (HRSA) to develop processes necessary to support the effective governance of the OPTN.
- Identify the needs of the OPTN now and in the near-term future.
- Coordinate with the OPTN Board Support contractor to recruit and hire the permanent OPTN Executive Director.
- Work as a change agent to address the needs of the OPTN BoD and OPTN Contractors during the transition process and disseminate OPTN and transition timelines and appropriate communications to all stakeholders.

In addition to the activities above, and in accordance with the INVEST and OPTN Bylaws, the Interim ED is responsible for the following actions on behalf of the OPTN:

- Coordinating the activities of the OPTN Committees.
- Maintaining the current list of names and addresses of the OPTN BoD and OPTN members.
- Compiling key information from OPTN Contractors, including the revenues and expenses of the OPTN, and providing such information to the OPTN BoD and individual OPTN BoD members upon their request.

Experience

To successfully accomplish the general functions and key responsibilities above, the Interim ED must be comfortable and proficient in 5 key knowledge areas:

Transition Management

Qualified candidates must understand the interim nature of this role and should demonstrate experience managing or being directly involved in complex hand-off or transition activities.

Program Management

The OPTN is a large, complex, regionally distributed network of organizations and individuals supported by federal contractors. As such, qualified candidates should have experience managing complex programs including, but not limited to, the following program management activities:

- Contract Management
- Team Building
- Stakeholder Engagement
- Budget/Financial Management
- Strategic Communications

Executive Leadership

Qualified candidates should have experience leading or participating in the management and top-level strategic planning activities.

Federal Government Interaction

Qualified candidates should have experience working in close cooperation with and under the oversight of the federal government. Examples include, but are not limited to:

- Understanding of need for multi-level federal reviews of communications and reports
- Understanding of federal acquisition regulations
- Familiarity of document classifications and privacy protection

Understanding of Transplantation Community:

Qualified candidates should have a strong working knowledge of the National Organ Transplant Act (NOTA), the Final Rule, the OPTN, and other relevant transplant and organ procurement laws, regulations and policies as well as current events.

Qualifications:

- **Minimum education:** Advanced degree in medicine, healthcare, business, data science, or related field.
- **Minimum experience:**
 - At least 1 year experience as a management or executive level officer in a health care or public health organization **OR**
 - 5-10 years of experience as a staff member in a health care or public health organization
- Participation in transplant community events, conferences, publications, or advocacy initiatives within the last 5 years.
- Excellent communication, interpersonal, and leadership skills, with the ability to engage with diverse stakeholders.
- Commitment to promoting patient-centered care, ethical practices, and a culture of safety and excellence.
- Ability to work independently, collaboratively, and under pressure in a dynamic healthcare environment.

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