

CHIEF OPERATING OFFICER

AMERICAN BOARD OF EMERGENCY MEDICINE

DRi Waterstone
HUMAN CAPITAL

American Board of Emergency Medicine

Who ABEM is and what it does

Founded in 1976, the American Board of Emergency Medicine (ABEM) certifies emergency physicians who meet its educational, professional standing, and examination standards. ABEM is one of 24 member boards of the American Board of Medical Specialties and is accredited by the National Commission for Certifying Agencies (NCCA).

ABEM holds the interests of patients and their families in the highest standing and supports the physicians who care for the acutely ill and injured. ABEM certification is widely regarded as the gold standard for emergency physicians.



TO ENSURE THE HIGHEST STANDARDS IN EMERGENCY MEDICINE

The physicians ABEM certifies

50,000+

ABEM-certified emergency physicians

23,000+

MyEMCert modules completed in 2024

5,954

Subspecialty certifications and focused practice designations (as of June 2026)

1

Qualifying Exam

Computer-based exam for residency graduates

2

Certifying Exam

In-person exam with scenario-based cases, launched in March 2026

3

Continuing Certification

Physicians stay current with MyEMCert modules and Practice Improvement opportunities

4

Subspecialties and FPDs

13 subspecialties and focused practice designations

ABEM AT A GLANCE

1976
founding

50,000+
certified emergency physicians

51
full-time staff, plus contractors and part-time staff

$27.8M
annual operating budget

Certification Programs

- Qualifying and Certifying Exams for initial certification.
- MyEMCert, the In-Training Exam, and 13 subspecialties and focused practice designations.

Leadership and Governance

- Dyad model since 2025: Executive Directors for Professional and Clinical Affairs and for Administrative Affairs.
- 20-member Board, including two public members.

Recent Milestones

- Implemented the new in-person Certifying Exam in 2026.
- Achieved NCCA re-accreditation.

People and Culture

- Hundreds of physician volunteers serve as examiners, item writers, and committee members.
- Core values: collaboration, integrity, trust, wisdom, empathy, and resilience.

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Chief Operating Officer

Reporting to the Executive Director for Administrative Affairs and serving on ABEM's Executive Leadership team, the Chief Operating Officer will provide the strategic leadership and vision to run ABEM's operations and strategic planning, ensuring financial strength and operating efficiency. The COO will lead finance and investments, budgeting, human resources, facilities, meeting and event services, and the strategic and resource planning behind ABEM's next era.

This is a new position. The COO leads an eight-person team through the Senior Operations Manager and directs ABEM's financial services firm, Maner Costerisan, and investment partner, Wilmington Trust.

Key Responsibilities

FINANCE AND INVESTMENTS

- Set financial strategy and annual goals.
- Oversee cash flow, reserves, accounting, taxes, audit, and risk.
- Direct Maner Costerisan and Wilmington Trust, and manage the Finance Committee agenda.

STRATEGY AND PLANNING

- Maintain the Strategic Framework, priorities, and dashboards.
- Lead budget development, forecasts, and resource planning.
- Lead strategic initiatives, innovation, and partnerships.

OPERATIONS AND CHANGE

- Develop administrative and operational policies and systems.
- Oversee project management and continuous quality improvement.
- Lead change so new processes and technologies take hold.

PEOPLE AND CULTURE

- Oversee HR policy, talent, compensation, and benefits.
- Serve as administrator and trustee of the deferred compensation plan.
- Coach the team and position ABEM as an employer of choice.

MEETINGS, FACILITIES, AND CONTRACTS

- Ensure concierge-level meeting services for volunteers and Directors.
- Oversee the headquarters building and assets.
- Oversee contracts, vendors, and records retention.



Building ABEM's Operating Foundation

ABEM's Board is developing a new strategic plan and moving from a hands-on working board to one focused on governance and strategy, placing more responsibility for operations with staff leadership. Four priorities will define success for the first COO:

Strengthen financial stewardship

Set annual financial goals, steward reserves and investments, and keep the Board informed.

Lead strategic and resource planning

Maintain the Strategic Framework and the budgets and resource plans behind it.

Get the operating model right

Assess the mix of outside firms and staff and choose what works best.

Build project management and readiness

Strengthen project management and prepare staff for AI and new technologies.

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The Ideal Candidate

The ideal candidate is a strategic, hands-on nonprofit operating executive with deep financial, HR, and planning experience, known for a command of the details, who turns complex processes into a coherent organizational plan and communicates with confidence to a physician-led Board.

- **Led an organization's processes and built a coherent strategy and plan, with resource planning across multiple stakeholders.**
- Bachelor's degree in business, finance, HR, or a related field; master's preferred.
- 10+ years in a nonprofit setting, including financial management, HR management, and strategic planning.
- 7+ years of organizational leadership and supervisory experience.
- Accounting processes that meet regulatory reporting requirements, plus treasury, investment, and audit experience.
- Governance reporting experience, such as with a finance committee.
- Certification, credentialing, testing, or accreditation experience.
- Complex event-based or multi-site operations, such as conferences or programs.
- Led a customer or member service transformation.
- Background in healthcare, health or medical education, or an association a plus.
- Comfortable using AI tools.





PERSONAL CHARACTERISTICS & LEADERSHIP STYLE

- **Good judgment** and confident, independent decision-making.
- **Owns the work,** with clear accountability for results.
- **Brings forward issues and opportunities** with candor and clear recommendations.
- **Strong staff coach** who develops people for new ways of working.
- **Builder at heart,** comfortable creating something new and adapting it.
- **Collaborative partner** across the dyad leadership model and with the new CIO.
- Prior experience with the COO title is not required. ABEM will also consider leaders ready to step up from a senior or second-in-command role who have supervisory experience.
- Experience in certification, credentialing, associations, or education is a plus and may shorten the learning curve, but it is not required.
- ABEM is evolving toward a culture where decisions are made at the right level. Staff are eager to learn, value work-life balance, and welcome innovation that makes their work more efficient.

POSITION FEATURES

Compensation: $200,000 to $250,000, with a performance-based annual compensation adjustment.

Location: Hybrid, with headquarters in East Lansing, Michigan. Travel up to 20 percent (ten weeks or less per year), including Board meetings and in-office meetings.

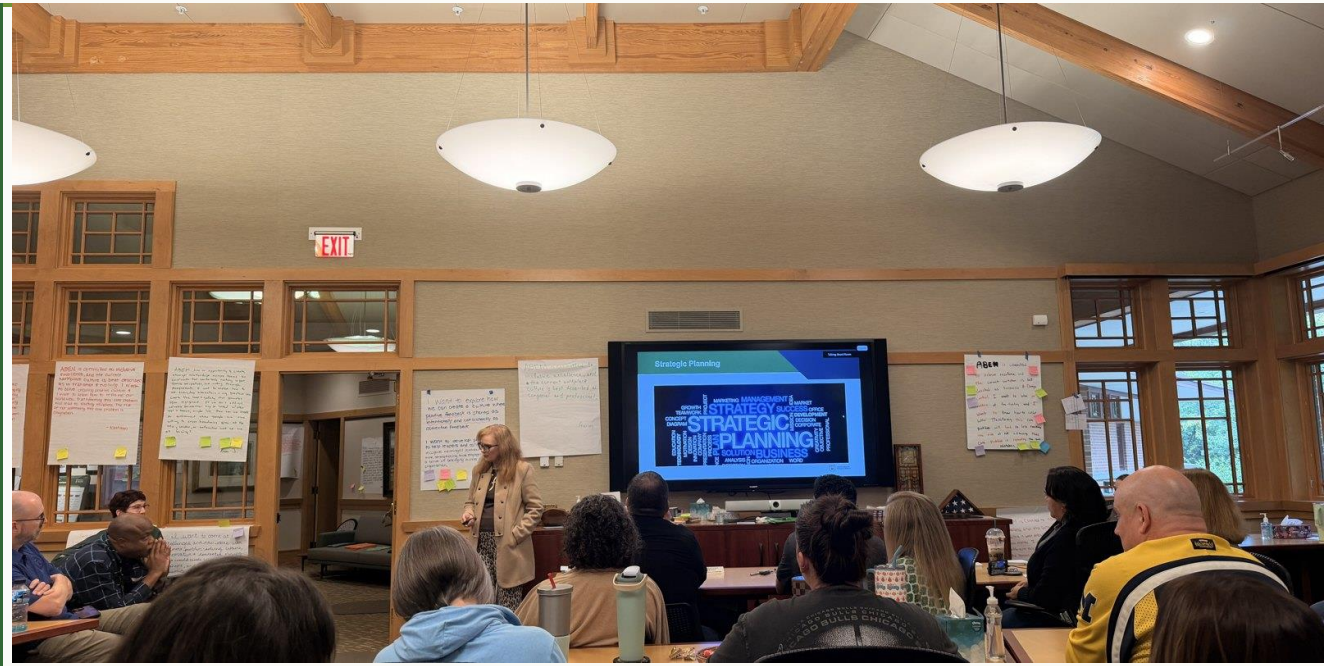
Reports To: Kathleen C. Ruff, MBA, Executive Director, Administrative Affairs.

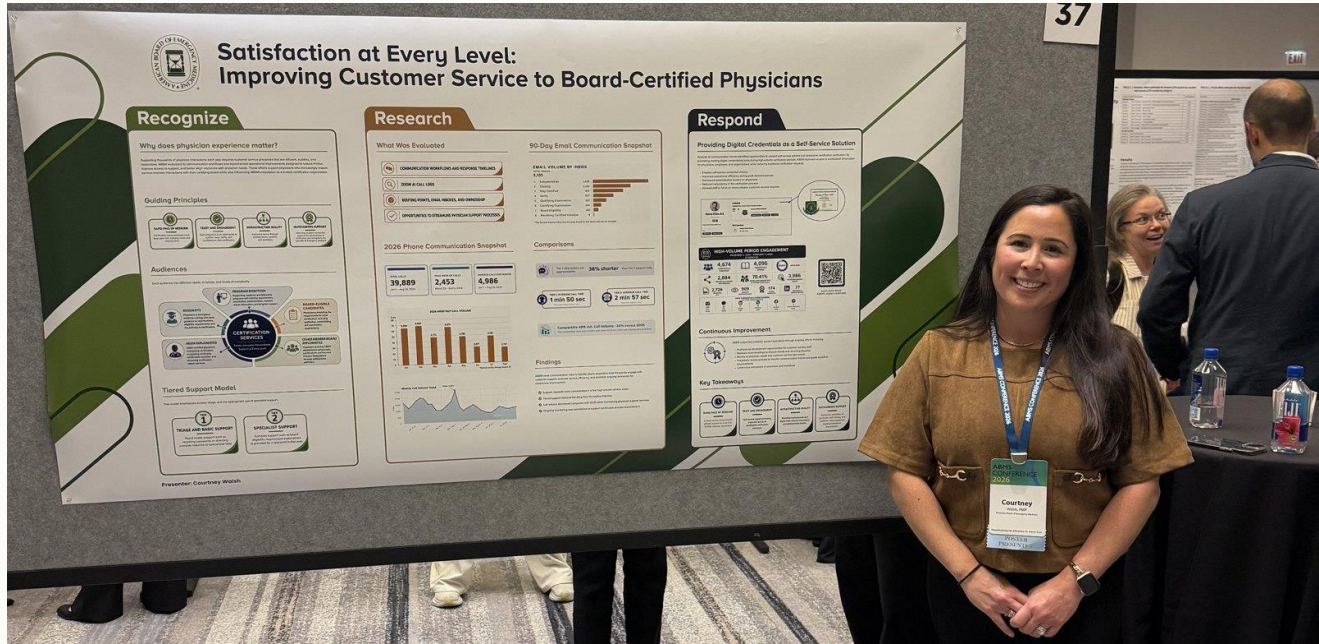
Team: The Senior Operations Manager reports to the COO and oversees a team of seven: meeting and event planners, human resources, accounts payable and payroll, records, and operations support. The COO also directs ABEM's financial services firm, Maner Costerisan, and investment partner, Wilmington Trust.

Start Date: January 4, 2027.

Benefits: Fully employer-paid medical, dental, and vision coverage for employees and families; an employer HSA contribution; a 401(k) match plus an additional 10 percent employer contribution; life and disability insurance; generous paid time off, including a winter break; and professional development support.

ABEM's Commitment: ABEM is an equal opportunity employer committed to an inclusive workplace.





About DRiWaterstone

DRiWaterstone is a boutique executive search firm recognized by Forbes as one of the leading executive recruiting firms in the U.S. With a focus on purpose- and mission-driven organizations, DRiWaterstone provides executive search and strategic consulting services to help regional, national, and international clients grow, thrive, and excel.

To apply, please visit: https://driwaterstonehc.com/position/cooabem/

Submit a resume and a letter of interest describing your qualifications and your vision for ABEM's operations. All inquiries and nominations will be held in strict confidence.

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DRiWaterstone Human Capital
1550 Wilson Blvd, Ste 700 PMB370
Arlington, VA 22209
703-294-6684
https://driwaterstonehc.com/

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