

# ASPEN • LEADERSHIP • GROUP

MANAGING DIRECTOR  
INTERNATIONAL ASSOCIATION FOR THE STUDY OF LUNG CANCER  
Aurora, Colorado  
<http://iaslc.org>



The Aspen Leadership Group is proud to partner with the International Association for the Study of Lung Cancer in the search for a Managing Director.

The International Association for the Study of Lung Cancer (IASLC) is the only global organization solely dedicated to the study of lung cancer and other thoracic malignancies. Founded in 1974, the IASLC's membership includes more than 6,500 lung cancer specialists in over 100 countries. As a multidisciplinary and global organization, the IASLC is uniquely poised as a global leader in lung cancer. IASLC members collaborate across international borders to share and adopt best practices around the globe as they conduct state-of-the-art and groundbreaking research. The IASLC provides up-to-date guidelines, declarations, atlases, and documentation of seminal and influential research for the study of lung cancer.

The IASLC publishes the *Journal of Thoracic Oncology*, a valuable resource for medical specialists and scientists who focus on the detection, prevention, diagnosis, and treatment of lung cancer.

In the last three years, the IASLC has experienced substantial growth in activities, including scientific and educational meetings, programs and fellowships, as well as its financial revenues. The IASLC headquarters has been significantly expanded, both in terms of staff and of space. In order to ensure continued growth and provide ever-increasing services (both qualitatively and quantitatively), it will be crucial that the IASLC enhance its office development, driving and consolidating the organization and its processes in order to provide an effective work environment.

To assist in this transformation, the IASLC is seeking a Managing Director. The Managing Director will have primary responsibility for the operation of the IASLC Headquarters. The Managing Director reports to the CEO and has six direct reports, all at the Director level. This is a full-time position and working from the IASLC headquarters in Aurora, Colorado.

The challenge for the Managing Director will be to understand the internal culture and to manage a transformation process in order to bring the organizational effectiveness to a world-class level and to enable the IASLC in implementing its Strategy and achieving its Vision.

## **REPORTING RELATIONSHIPS**

The Managing Director will report to the Chief Executive Officer.

## **PRINCIPAL OPPORTUNITIES**

The International Association for the Study of Lung Cancer is a rapidly growing international organization that is currently in a reorganization process in order to secure future growth. The Managing Director is an important “actor” in this process; therefore we need to have him/her in place so that he/she can be a part of the reorganization and strategic planning process.

As mentioned above, the International Association for the Study of Lung Cancer is the foremost organization in the world focused on the study and eradication of thoracic tumors. The IASLC now finds itself at a tipping point. Since becoming CEO in 2013, Dr. Fred Hirsch has overseen remarkable growth in numerous areas. Membership has doubled over the past few years, the number of landmark world research conferences has tripled, research and education activity has vastly increased, and staff has grown from a handful to more than 20. Such tremendous development has moved the organization to the point of incredible potential.

In collaboration with a dedicated and passionate executive team under the leadership of a global lung cancer expert, the Managing Director will have the opportunity to shape the development of an organization on the front lines of fighting the most common form of cancer worldwide. The successful candidate will lead a dynamic team and build the systems necessary to fuel continued IASLC growth while providing outstanding service to members and facilitating groundbreaking research and scholarship that stretches around the globe.

## **PRIMARY RESPONSIBILITIES**

The Managing Director will

- supervise and support the work of department directors and staff providing guidance, motivation, and engagement to drive maximum performance;
- assume responsibility for the implementation of change programs that impact the staff, processes, and organization of the office;
- support the CEO in ensuring IASLC policies and legal guidelines are communicated from the top down in the office and that they are followed at all times;
- assume responsibility for staff development including the application of the performance management and reward system;
- build and maintain an effective management team;
- oversee employment and ensure the organizational development and performance in terms of staffing and profiles, attracting, recruiting, and retaining required staff;
- ensure all staff issues are addressed properly, efficiently and judiciously, and keep track of progress until resolved;
- ensure the correct practices, processes, and collaboration among departments;
- assist the CEO and the staff in facilitating effective decision-making;
- coordinate the execution of strategic initiatives in the IASLC Office;
- act as a point of contact between CEO and employees;
- participate in program management, which involves duties on a weekly, monthly, and quarterly basis;
- participate in strategic initiatives by leading them and reporting results back to the CEO;

- within program management, organize and gather information from various departments and meetings and report that information, along with recommendations, to the CEO;
- help department directors support staff to perform their duties to the best of their ability;
- report periodically, in collaboration with the CEO, to the Board of Directors the effectiveness and the development programs of the IASLC office;
- review and make recommendations to the CEO in relation to any corporate governance and organizational matters, including, but not limited to, job descriptions, policies, structures, processes, bylaws, and rules of procedures; and
- serve functions as Assistant Secretary for the Board of Directors.

### KEY COLLEAGUES



**Fred R. Hirsch, MD, PhD**  
**Chief Executive Officer**

Fred R. Hirsch, MD, PhD is Professor of Medicine and Pathology at the University of Colorado School of Medicine in Denver. His research interests which have spanned more than 25 years include translational research, targeted therapies, and early detection of lung cancer. He is also studying biomarkers related to molecular targeted therapies in order to understand the mechanisms of action

and resistance of these new therapies, and to be able to select the patients who will benefit from such treatment.

The biomarker studies relate to the development of molecular targeted therapies for chemoprevention and treatment of lung cancer including studies on lung cancer cell lines and tumor tissue from clinical cohorts. Within the last years, focus has been on identifying biomarkers, which can be used to select lung cancer patients to EGFR tyrosine kinase inhibitors and other EGFR inhibitors. Dr. Hirsch's laboratory is currently studying biomarkers in multiple clinical trials performed in the US and Europe both in lung and head and neck cancer.

Dr. Hirsch has served on NCI's Steering Committee for Thoracic Malignancies Program (CTEP) and is also Co-Chair for Southwest Oncology Group's (SWOG) Lung Cancer Translational Research Committee. Dr. Hirsch serves as Associate Director for the University of Colorado Cancer Center.

In November 2013, Dr. Hirsch became the CEO of the International Association for the Study of Lung Cancer (IASLC), the only global organization dedicated to the study of lung cancer. The IASLC's membership includes 6,500 lung cancer specialists in over 100 countries. Dr. Hirsch has published more than 300 peer-reviewed scientific articles.

### CANDIDATE QUALIFICATIONS AND QUALITIES

A politically astute, experienced, inspirational, and resilient leader, the Managing Director will have the professional standing and experience so as to be recognized and trusted by staff, the CEO, and Board of Directors. The ideal candidate has experience at the management level in complex organizations, where specific skills have been developed in processes and people management.

The successful candidate for the position of Managing Director should have

- propensity towards strategic management;
- familiarity with the contexts of scientific societies and associations and nonprofit organizations;
- strong passion for people development and listening leadership;
- international experience;
- ability to motivate a workforce;
- effective management and delegation;
- strong communication and negotiation skills;
- presentation skills;
- understanding of a multi-faceted operation processes;
- expertise in planning, forecasting, and process design;
- change orientation;
- complex problem solving abilities;
- effective decision making skill;
- impeccable managerial and interpersonal skills;
- proven track record of effectively interacting with senior management; and
- ability to work strategically and collaboratively across departments.

A bachelor's degree in Business Administration or Management is required for this position as is a minimum of 15 years of leadership experience with demonstrated top management and solid business sense including emphasis on strategic planning, extensive budgeting expertise, and work with international membership organizations. A master's degree is preferred.

#### **SALARY & BENEFITS**

The International Association for the Study of Lung Cancer offers a competitive compensation and benefits package.

#### **LOCATION**

This position is located in Aurora, Colorado sixteen miles from Denver. Aurora is the state's third largest city with a diverse population of more than 351,000.

#### **DIVERSITY AND INCLUSION**

The IASLC is dedicated to the principles of equal employment opportunity. It prohibits unlawful discrimination against applicants or employees on the basis of age, race, sex, color, religion, national origin, sexual orientation, disability, military status, genetic information, or any other status protected by applicable state or local law.

### APPLICATION DEADLINE

All applications must be accompanied by a cover letter and résumé. Before submitting your materials, please read them over for accuracy. Review of applications will begin immediately and continue until the successful candidate has been selected.

*To nominate a candidate, please contact Greg Duyck: [gregduyck@aspenleadershipgroup.com](mailto:gregduyck@aspenleadershipgroup.com).*

*All inquiries will be held in confidence.*

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