

Executive Vice President and Chief Executive Officer

Deadline to apply: Monday, January 5, 2026

POSITION OVERVIEW

The United States and Canadian Academy of Pathology (USCAP) seeks a collaborative, strategic and mission-driven executive to serve as its next Executive Vice President and Chief Executive Officer (EVP & CEO). This is an exciting opportunity for a seasoned executive to help lead and strengthen a globally respected nonprofit organization dedicated to advancing pathology education and innovation.

The EVP & CEO is accountable to the USCAP board of Directors and USCAP President, who provide direction for the educational mission and programs. The EVP & CEO leads the strategic direction adopted by the Board, and implements policies and supervises the work of USCAP staff; direct reports are the Chief Programs and Education Officer, and the Chief Financial and Administrative Officer. This is an executive position that holds directorship fiduciary duties to USCAP.

About USCAP

Founded in 1906, and incorporated in 1986, USCAP is a dynamic and innovative medical association dedicated to servicing pathologists in the United States, Canada, and worldwide. Pathologists are both medical doctors as well as scientific researchers who study and develop knowledge on all forms of human disease including cancer, infectious and hereditary diseases. USCAP is a thriving non-profit 501(c)(3) association with more than 8,500 members that focuses strictly on its educational mandate. USCAP's state of the art headquarters and interactive conference center are located in downtown Palm Springs, California – a beautiful oasis and energetic community in the Coachella of Southern California.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Advises the Board in its deliberations and in exercising sound judgement.
- Ensures accountability to the Board through timely and transparent reporting of department and organizational progress, plans, and budget.
- Keeps Board apprised of and ensures the success of existing strategic plans, recommends to the Board changes to existing strategic plans and suggests to the Board new strategic initiatives as appropriate.
- Applies foresight to future needs and challenges regarding USCAP operations to improve efficiencies.
- Provides leadership and supervision to staff to achieve all financial and administrative deliverables in support of the goals of USCAP.
- Communicates effectively within the senior staff and across departments as needed.
- Successfully manages a hybrid workforce.
- Establishes and coordinates collaborative activities and meetings.

- Actively participates, as recommended/requested by the Board, in activities (in Palm Springs, nationally and internationally) organized by USCAP or by other groups, that promote the advancement of USCAP's mission, reputation, and leadership in the field.
- Engages in positive interactions with other professional organizations and the companion societies, exploring and developing strategic alliances.
- Establishes and develops initiatives, partnerships, services, and programs with input from the Board.
- Maintains accurate, transparent, and robust financial management and reporting resulting in consistent fiscal stability and audit results.
- Maintains policies and procedures to ensure accreditation by appropriate continuing medical education agencies.
- Maintains and oversees policies and procedures to ensure compliance with all financial reporting requirements government federal and state 501(c)3 not for profit organizations.
- Participates in fundraising activities on behalf of the USCAP Foundation.
- Ensures appropriate property and liability insurance coverage to protect the Academy and its officers, Board Members, and vulnerable employees.
- Maintains and uses the Academy resources, funds, property, and manages personnel solely to advance the mission of the Academy.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Builds and maintains relationships with outside partners, contractors, and vendors.
- Actively engages in staff development, ongoing feedback, and supporting training plans.
- Supports succession planning by ensuring cross training staff.
- Identifies and addresses performance-related concerns.
- Ensures staff adherence to all applicable laws and regulations, professional standards, and USCAP policies.
- Completes corporate training on a timely basis.
- Fosters an inclusive environment marked by personal visibility, open communication, relationship building, teamwork, and empowerment.
- Assures a work environment that supports and enables successful recruitment, retention, and the development of personnel and volunteers.
- Models and promotes USCAP values, customer service, and professional standards.
- Oversees and complies with all established safe work practices and attends to all safety-related training provided or made available by USCAP.
- Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Minimum BA/BS in finance, nonprofit administration, organizational management, business, medical, or related field.
- Minimum 7-10+ years progressive experience in a senior executive role, ideally in nonprofit management, or a large health-related organization or department. Experience in an Association/Medical Academy environment is a plus.
- A demonstrated track record of success in strategic planning and project management, as well as personnel and operations management.

Required Technical / Other Skills and Abilities

- Extensive knowledge of nonprofit operations.
- Experience with developing, implementing and maintaining internal controls.
- Experience with human resources management, including a basic familiarity of employer policies and procedures.
- Experience managing a hybrid work force is preferred.
- Program, budget, and contract management experience including analytical skills to successfully create and manage budgets and reporting requirements.
- Professionalism and leadership in maintaining confidentiality with all privacy data.
- Professional and administrative skills including oral/written communication, listening skills, quality control practices, accuracy and thoroughness, monitoring work to ensure quality, and expert use of office equipment, computer applications and databases.
- Well-organized, with ability to effectively manage multiple assignments and competing priorities for self and staff.
- Self-motivated and accountable for meeting deadlines.
- Ability to prioritize and perform multiple tasks, exercise sound judgment, and use discretion and initiative in performing complex work.
- Demonstrated leadership approach that includes a high level of integrity, mutual respect, accountability, and collaboration.
- Excellent organizational and leadership skills.
- Outstanding communication abilities.

CONDITIONS OF EMPLOYMENT

- Ability to travel to USCAP meetings and events as needed.
- Ability to work a varied schedule depending on the needs of the organization, which may include evenings, weekends and early mornings.
- Must pass a background check.
- At least part-time residence in Palm Springs (if not planning on full time residence in Palm Springs, must include proposal for part-time residence in application)

Additional Information

- Travel to USCAP meetings and strategic partner events is expected several times per year.
- Employment is at-will and contingent on passing a background check.
- USCAP complies with all applicable workplace safety and health standards.

COMPENSATION

\$415,000-\$448,000 annually, commensurate with qualifications and experience. USCAP Offers an excellent benefits package.

HOW TO APPLY

Please submit your resume and a cover letter highlighting your relevant experience and alignment with USCAP's mission by Monday, January 5, 2026 to:

evpsearch@uscap.org

Put "EVP & CEO" application in the subject line

OR mail to:

USCAP Search Committee
201 N. Palm Canyon Drive, #301
Palm Springs, CA 92262

No phone calls please.

Equal Opportunity Statement

USCAP is committed to creating a diverse and inclusive work environment and is proud to be an equal opportunity employer. We do not discriminate based on race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other legally protected status.