



Executive Vice President and Chief Executive Officer

Leadership Profile

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The Opportunity

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 leads the strategic direction and implementation of policies, reporting to the USCAP Board of Directors. This is an executive position that holds directorship fiduciary duties to the Academy. The EVP & CEO supervises the work of USCAP staff including direct reports: the Chief Programs and Education Officer and the Chief Financial and Administrative Officer.

USCAP seeks a leader with demonstrated nonprofit management experience and broad executive expertise spanning finance, human resources, strategy, operations, and governance. As a premier professional membership association serving pathologists across the United States and Canada, USCAP's next EVP & CEO must foster strong, trusted relationships with its members to ensure the organization's continued strength, relevance, and influence within the profession.

While a medical background is not required, the successful candidate must be able to credibly engage with pathologists and support the mission of advancing pathology through education, research, and professional development. This requires an appreciation for the rapidly evolving landscape of pathology, particularly the emergence of artificial intelligence, digital pathology, and related technological advancements. The EVP & CEO should possess the strategic vision to help USCAP adapt its educational offerings and member services in accordance with these changes, and position the organization to meet the evolving needs of the profession while strengthening engagement with current and future generations of pathologists.

The search will prioritize leaders with a proven track record of building high-performing, mission-driven organizations and fostering inclusive, collaborative environments that enable teams to lead and embrace change. The ideal candidate will demonstrate a genuine passion for people leadership, organizational development, and performance excellence. Equally important is the ability to build a strong and productive partnership with the Board of Directors, ensuring alignment on strategic priorities and supporting the organization's long-term sustainability.

The successful candidate will be a mission-driven, emotionally intelligent, and forward-thinking executive who inspires trust and confidence among diverse stakeholders. They will possess exceptional relationship-building, communication, and strategic leadership skills. A respected and authentic leader, they will be adept at bringing people together around a common vision, fostering engagement across the organization, and guiding USCAP as it continues to advance its mission and serve the evolving needs of the pathology profession.

About USCAP: Founded in 1906 and incorporated in 1986, USCAP is a dynamic and innovative medical association dedicated to serving pathologists in the United States and Canada. 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 Valley, Southern California.

It is the expectation of the Board that the EVP & CEO reside in Palm Springs and spend the majority of their time (75% or more) in the office.

For more information, visit www.uscap.org

Position Summary

Reporting Relationships

The EVP & CEO reports to the Board of Directors.

Direct reports include the Chief Programs and Education Officer and the Chief Financial and Administrative Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Advises the Board in its deliberations and in exercising sound judgment.
- 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.
- Successful management of 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.
 - As the face of the organization, the EVP & CEO serves as a visible and accessible ambassador for USCAP, engaging faculty and attendees in ways that strengthen relationships, foster inclusion, and build a culture of connection and fellowship.
- 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, federal and state, for 501(c)3 not-for-profit organizations.
- Actively participates in fundraising and donor cultivation activities.
- 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, and 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.

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, and may include evenings, weekends, and early mornings.
- Employment is contingent on passing a background check.

Candidate 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

- Outstanding communication skills.
- 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 workforce 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 the 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.

The Community

Palm Springs, California

Nestled at the base of the majestic San Jacinto Mountains, Palm Springs offers a unique blend of natural beauty, year-round sunshine, and an exceptional quality of life. With more than 300 days of sunshine annually and a warm, dry climate, residents enjoy an outdoor lifestyle that is difficult to match elsewhere in the country. The city's picturesque desert setting provides stunning mountain views, breathtaking sunsets, and a relaxed pace that appeals to retirees, professionals, entrepreneurs, and families alike.



Palm Springs is renowned for its welcoming, vibrant community and its manageable size. Home to approximately 45,000 residents, the city maintains a small-town feel while offering amenities typically associated with much larger metropolitan areas. Residents benefit from a strong sense of community, excellent public services, well-maintained neighborhoods, and convenient access to shopping, dining, and healthcare. The broader Coachella Valley further expands opportunities and services, creating a regional population of nearly half a million people.

The local economy is diverse and continues to grow, providing professional opportunities across healthcare, hospitality, tourism, real estate, retail, public service, and emerging technology sectors. Palm Springs is located within easy reach of Los Angeles, Orange County, and San Diego, making it an attractive destination for remote workers, entrepreneurs, and business leaders seeking a high-quality lifestyle without sacrificing connectivity. The region is also served by Palm Springs International Airport, providing convenient access to major cities across North America.

Education and lifelong learning are important components of the community. Residents have access to quality public and private schools, as well as nearby higher education institutions such as College of the Desert, California State University San Bernardino's Palm Desert Campus, and UC Riverside Palm Desert. These institutions support workforce development, professional advancement, and continuing education opportunities for residents of all ages.

Recreation is one of Palm Springs' greatest attractions. The city is internationally recognized for its world-class golf courses, tennis facilities, hiking trails, cycling routes, and resort amenities. Outdoor enthusiasts can enjoy



everything from hiking Mount San Jacinto and exploring nearby Joshua Tree National Park to relaxing by the pool during the winter months when much of the country is dealing with snow and cold weather. The area's extensive parks, recreation programs, and wellness-oriented lifestyle make it particularly appealing to active adults and families.

Palm Springs is also celebrated for its rich cultural and artistic heritage. Known as the birthplace of Mid-Century Modern architecture, the city attracts design enthusiasts from around the world. Residents enjoy a thriving arts scene that includes museums, galleries, live theater, music festivals, public art installations, and signature

events such as Modernism Week and the Palm Springs International Film Festival. This dynamic blend of culture, creativity, and inclusiveness helps create a vibrant community where residents can enjoy both sophisticated urban amenities and the tranquility of desert living.

For more information, visit www.palmspringsca.gov or www.visitgreaterpalmsprings.com.

Procedure for Candidacy

All applications, nominations, and inquiries are invited. Applications should include, as separate documents, a resume and a letter of interest. Review of applications has begun and will continue until the position is filled. For fullest consideration, all materials should be received by October 1.

Please direct all nominations and applications through the WittKieffer Candidate Portal by [clicking here](#). Candidates can also find this portal via the WittKieffer website at www.wittkieffer.com and selecting the "For Candidate" dropdown and then "Candidate Portal."

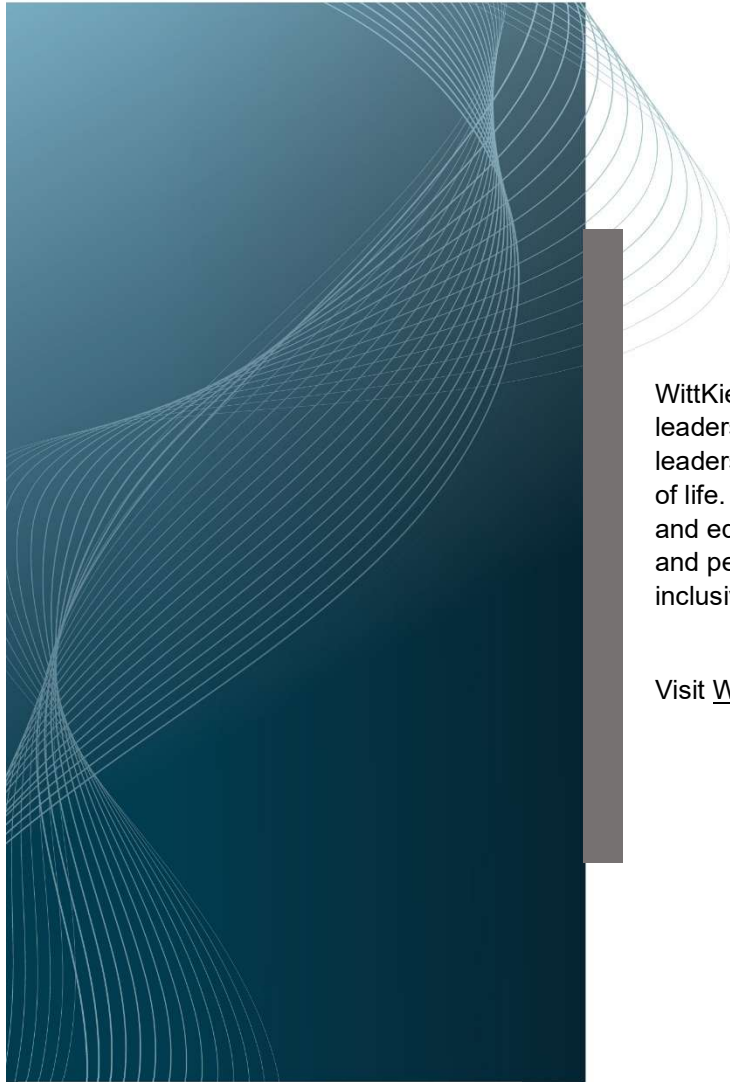
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Compensation: \$415,000-\$448,000 plus up to a 5% performance bonus annually, commensurate with qualifications and experience. USCAP offers an excellent benefits package.

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.

The material presented in this leadership profile should be relied on for informational purposes only. This material has been copied, compiled, or quoted in part from United States and Canadian Academy of Pathology documents and personal interviews and is believed to be reliable. While every effort has been made to ensure the accuracy of this information, the original source documents and factual situations govern.

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