



Certification Board for Music Therapists

Executive Director

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Position Overview

The Certification Board for Music Therapists (CBMT) is a nonprofit certification organization that promotes excellence in the music therapy (MT) profession by granting board certification based on proven, up-to-date knowledge and competence in clinical practice. Celebrating its 40th Anniversary, CBMT has a strong history of growing the number of individuals certified and renewals annually. The organization shares a commitment with music therapy professionals that the profession's services enhance users' lives through evidence-based therapeutic practice, and that all service-users deserve safe, high-quality music therapy services. MT professionals practice in all settings, including, but not limited to, community mental health centers, schools, special education programs, aging and hospice programs, and private practices.

Established in 1983 to bolster the profession's sense of accountability to those it served, CBMT is proud of its longstanding heritage as a recognized leader in the credentialing field. Today, over 10,000 music therapists in the United States and abroad hold the MT-BC credential, a sign of growing professional commitment to excellence in music therapy among therapists, employers, payers, educators, and the public. CBMT's 80% renewal rate demonstrates the value of the credential.

Driven by expert professionals in the music therapy field, the standards for initial certification, certification, and renewal are established by the board of directors. Volunteers are engaged and contribute valuable services on committees, including certification, standards of practice, and continuing education.

CBMT is proud of receiving and maintaining NCCA nationally recognized accreditation since 1986 (including NCCA's predecessor organization, NOCA). NCCA sets and oversees compliance with its voluntary standards for credentialing program excellence. As a member of ICE (Institute of Credentialing Excellence), the CBMT leadership and staff commit to ongoing improvement and compliance with best credentialing practices to ensure that the certification and recertification processes achieve their purpose.

CBMT advocates for music therapy services and formal recognition of the growing profession and the MT-BC credential. Almost 20 states have legislated MT licensing, state certification, or state registries.

Mission: CBMT ensures a standard of excellence in the development, implementation, and promotion of an accredited certification program for safe and competent music therapy practice.

Vision: Uncompromised access to safe and competent music therapy services for all.

The 501(c)(6) nonprofit organization has a budget of nearly \$2M that allocates resources for four full-time equivalent (FTE) staff.

The Board of Directors is excited to announce the search process to replace the long-serving and beloved current Executive Director, who is retiring.

CBMT is based in Downingtown, PA (Philadelphia Metro Area), and applicants are expected to reside within 100 miles of the office. The Board expects the ED to work a hybrid schedule with minimal travel requirements.

Key Responsibilities

The Executive Director (ED) is hired by the Board of Directors and serves as ex-officio, non-voting member of the Board. The ED reports directly to the Chairperson.

Administration, Operations, and Financial Leadership

- Serves as the organization's Chief Administrative and Financial Officer.
- Plans, leads, and manages day-to-day programs and activities of the organization.
- Prepares the annual budget for the Board's approval and administers the organizational financial resources according to the approved budget.
- Prepares regular financial statements for review with the Treasurer and Board.
- Ensures legal compliance with federal, state, and local requirements, including tax forms, filings, business licenses, and corporate annual reports.
- Performs payroll processing and other required payments and maintains financial records.
- Reviews and recommends to the Board contracts and other commitments approved by the Board. Negotiates and administers the contracts within constraints set by the Board of Directors.
- Manages risk and protects resources by ensuring property is appropriately safeguarded and administered.
- Oversees the national office administrative operations, including managing technologies and leased office space.
- Serves as primary liaison with external consultants, including accountant, landlord, and attorney.

Certification and Recertification Programs; MT-BC Examination; and NCCA Accreditation

- Serves as the staff lead for examinations and is the primary liaison with the external testing partner. Regularly reviews and ensures that contracted services are performed in accordance with the contract.
- Maintains exam-related trademark renewals as required.
- Oversees, manages, trains, and works closely with the Exam, Practice Analysis, and Continuing Education committees' volunteers.
- Directs and manages the certification application process, including eligibility, and the renewal process. Oversees the International Exam Admission application process.
- Works closely with the Disciplinary Review and Disciplinary Hearing Committees to consider alleged violations of the disciplinary standards set forth in the Code of Professional Practice or any other CBMT standard policy or procedure.
- Reviews policies and makes recommended changes to the Board.
- Serves as the organizational liaison with NCCA for the CBMT program's accreditation.
- Manages and ensures the organization's compliance with NCCA Accreditation Standards.

- Maintains standards compliance evidence, prepares, and submits NCCA Annual Reports, and five-year NCCA Renewal Applications.
- Prepares data analysis of exam results for University Program Directors comparatively by year when requested.

Board of Directors and Governance

- Partners and supports the Board of Directors, Executive Committee, and committee leaders.
- Collaborates with the Board on the development and updating of the strategic plan. Implements the Board's strategic plan, organizational goals, and objectives.
- Ensures the Board is kept informed on the conditions of the programs, finances, and important matters.
- Works closely with the Chair to develop Board meeting content and agendas, leadership orientation, and training.
- Coordinates with and supports Committee Chairs on meetings and required content and materials.
- Serves as staff to the officers and directors, anticipating and meeting their needs for materials and information for decision-making, and supports them in fully performing their responsibilities.
- Provides advice and guidance in nonprofit organization governance, including legal compliance and financial reporting requirements.
- Stays informed and current in the music therapy profession and the business of certification.
- Recommends policy changes when necessary to remain compliant with federal or state laws and regulations or accreditation standards.

Advocacy

- Supports the strategic plan goals and objectives for advocacy initiatives in collaboration with the professional association.
- Manages the regulatory affairs team's activities and ensures they are aligned with the organization's mission and vision.

Marketing, Communications, Exam Candidate and Certificant Services

- Oversees communications with exam candidates and certificant services via telephone, email, or writing and ensures accurate information and high-quality services.
- Serves as the managing editor of all external communications and publications, including the website.
- Develops a marketing and communications strategy and plan to raise the visibility of the certification's value for competent and safe music therapy services to users and the public.

External Representative

- Develops and maintains collaborative and productive relationships and efforts with related professional organizations.

- Serves as the representative and spokesperson for the organization to professional organizations, state government agencies, certificant, and the public. If music therapy expertise is required, consults with the Chair to determine the appropriate representative.

Staff Leadership and Management

- Leads, manages, and mentors the staff.
- Oversees the staff organizational structure with sufficient human resources needed to carry out the operational plan and ensures salary expense alignment with the approved budget.
- Develops and maintains appropriate human resources policies.
- Ensures compliance with all federal and state legal and regulatory employment requirements.

Skills, Experience, and Qualifications

- Minimum five years of progressive career leadership and management experience in nonprofit organizations. Executive Director or senior-level positions are preferred.
- Experience in leading and managing an accredited professional certification program, including a background with examination development and delivery, and testing vendor relationships.
- Passion for or strong interest in developing a passion for music therapy services. Knowledge of the music therapy profession is helpful.
- Experience in healthcare and the impact of certification in the industry is helpful.
- Credentialing Specialist (ICE-CCP), Certified Association Executive (CAE), or other relevant industry designation is desirable.
- Experience reporting directly to, and partnering with, a nonprofit board of directors and working with volunteers.
- Proven solid business and finance acumen with a track record of financial and budgeting responsibilities. Understands the business of certification.
- Commitment to innovation in credentialing and testing accessibility.
- Strong communication skills, presentation, verbal, and written.
- Proven experience and skills with successful change management implementation.
- Quiet leadership style with highly effective listening skills and sound, thoughtful decision-making processes that are not swayed by public opinion or emotion.
- Manages a staff culture that is experienced, highly autonomous, values flexibility, and includes several members of the MT profession.
- Encourages team building in virtual environments, ongoing and regular communication, continuous professional development, and accountability for organizational and individual goals.
- High emotional intelligence (EI) and interpersonal, relationship-building skills, including diplomacy.
- Humility to learn what they don't know.

Measures of Success

The specifics regarding measures of success, including metrics, will ultimately be agreed upon by the new Executive Director and the CBMT Board, but at the end of the executive's first year, the Board would expect the following:

- A smooth transition of leadership.
- The Executive Director has established solid relationships and rapport with the Board, volunteers, certificant community, and staff and communicates regularly and effectively.
- Completes the CBMT Exam Practice Analysis.
- Establishes a healthy working relationship with the American Music Therapy Association (AMTA).
- Completes an assessment from an outsider's perspective of CBMT and an environmental scan.
- Begin Board discussions around growth for long-term sustainability and potential international opportunities.

CBMT Strategic Plan (2022-2027)

Goal 1: Define and assess the body of knowledge that represents current competent practice in the profession of music therapy.

Goal 2: Sustaining and advancing the music therapy credentialing process.

Goal 3: Advocate for recognition of the MT-BC credential and for access to safe and competent practice.

Goal 4: Build a reputation as a worldwide leader for credentialing music therapists.

Digital Presence

Web: <https://www.cbmt.org/>

X: <https://twitter.com/TheCBMT>

Facebook: <https://www.facebook.com/MusicTherapyCertification/>

Instagram: <https://www.instagram.com/thebmt/>

LinkedIn: <https://www.linkedin.com/company/certification-board-for-music-therapists/about/>

YouTube: <https://www.youtube.com/channel/UC3tPq9RCIO1r8apdE1siOAA>

Vetted Solutions

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Vetted Solutions is an executive search firm focused on serving the Board, CEO and senior staff recruitment needs of purpose driven organizations.

For confidential consideration, please contact Michele Warholic, Client Partner, via CBMTEDSearch@vettedolutions.com or call +1 202 544 4749.

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