



Association Management Center seeks an **Education Manager** to join our team. This role will support one of our health care clients. The Education Manager will serve by providing strategic direction, management, and implementation of our client's educational programming and content development. This position will work closely with the external Executive Director, staff and volunteers to support the clients' mission and strategic objectives.

The Education Manager works closely with Councilors, Associates, committee chairs, subject matter experts, staff and consultants to advance the short and long-term strategies of the continuing educational programming to ultimately improve patient outcomes in compliance with Accreditation Council for Continuing Medical Education (ACCME).

Responsibilities:

- Develop, execute and continually assess new programs, products, and activities that translate strategic priorities into marketable products and services that meet the needs of the various audiences and diversifies the associations' revenue sources.
- Manage the program and product development pipeline from idea generation to end of the life cycle.
- Execute and continually assess existing educational programs, products, and activities to align with strategy.
- Act as staff liaison to support education-related committees and related work groups. May participate in evening and/or early morning conference calls to accommodate global time zones.
- Develop methodology to regularly perform life-cycle review of programs/products to identify assessment criteria including success factors, improvements to be made, and lessons learned.
- Direct activities to assure compliance with IEC's policies and procedures, accreditation (ACCME) criteria, standards and policies. Secure and maintain accreditation, seeking commendation. Oversee development and maintenance of all necessary documentation, including policy and procedure manuals, to meet accreditation, funding, and other reporting requirements.
- Collaborate with marketing staff on the creation of marketing plans and materials for products and services. Elements include market segmentation, value proposition development, product positioning, pricing strategy, and communications strategy.
- Keep abreast of current developments and best practices in educational program and product development and delivery. Apply trends and innovations in adult learning when developing education to meet diverse audiences and various delivery methods.
- Understand and be adept at incorporating new or existing technologies.
- Prepare written reports/presentations and effectively deliver to Committees and Board that detail business strategy, plans, and results. Monitor and report on performance milestones across new and existing business initiatives.
- Experience developing proposals for funding and ability to interface with Pharma.

- Develop annual departmental budgets. Monitor performance against budget and assure course correction as needed.
- Attend and represent client at the annual conference, board meetings, educational events and other select conferences out of state or out of the country as necessary.
- Performance of other duties as determined appropriate.

Experience and Skills:

- Bachelor's degree and a minimum of 7 years of progressive experience with adult learning, program/product development, continuing professional education, and program planning/management role preferably in nonprofit association (healthcare, medical specialty society) or academic setting.
- Proven experience exhibiting the maturity and confidence to work with individuals around the globe.
- Knowledge of ACCME Essentials, Elements, Standards and Policies.
- Ability to travel to 3-8 meetings per year, both domestic and international with trips requiring approximately three day periods.
- Proficient in Microsoft Office Suite applications, database management and other educational software including abstract submission and evaluation systems (Planstone, Express Evaluations).
- Knowledge of implementation and management of contemporary professional development, continuing education, e-learning, publishing and other content delivery methods is necessary.
- Develops and produces quality written work that is appropriate, thorough and accurate. Effective written and verbal communication and agile facilitator.
- Professionalism: good judgment; ability to interact with all levels of staff, volunteers, and vendors; appropriate demeanor and appearance; confidence.
- Strong analytical, problem solving and critical thinking skills in a proactive and creative manner.
- Organize and prioritize complex workloads and effectively manage multiple projects at various stages of their implementation with attention to detail and deadlines.
- Excellent customer service, team-oriented mentality and delivery; strong interpersonal skills.; resourceful.

Association Management Center is a trusted partner to more than 30 leading organizations and our staff members are passionate about furthering our association partners' mission through strategic leadership and collaboration.

Association Management Center is located at 8735 W. Higgins Road, Suite 300, Chicago, IL 60631. The office is near the Cumberland Blue Line stop.

Qualified candidates can click [here](#) to apply directly, or forward a resume and salary requirements to Summar Jonas, Talent Acquisition Manager at sjonas@connect2amc.com

Company Website: <http://connect2amc.com/>