



Position Summary: Association Management Center is seeking a **Senior Education Manager** to join our team. This role directly supports The American Society of Pediatric Hematology/Oncology (ASPHO). The Senior Education Manager will serve as a senior leader to provide strategic direction, leadership and management of ASPHO's educational content development and delivery to meet a diverse set of target healthcare professionals' needs. This position will work closely with volunteers and staff to support the clients' mission and strategic objectives. Must be adept at being both a team leader and supportive mentor. The position reports directly to the Executive Director.

The American Society of Pediatric Hematology/Oncology (ASPHO) – a 501(c)3 national medical specialty society – works to actively advance programs and initiatives in education, scientific and clinical research, training, and practice issues. ASPHO is the professional organization for physicians and other healthcare providers dedicated to improving the health and well-being of children with blood disorders and cancers.

Responsibilities: Work closely with committee chairs, subject matter experts, staff and consultants to advance long-term strategies of ASPHO's high-quality continuing education program that ultimately improves patient outcomes in compliance with Accreditation Council for Continuing Medical Education (ACCME).

- Develop ASPHO's Educational Strategy, including implementation plan and timeline, that is in alignment with organizational goals and mission, for immediate and long-term implementation. Identify and assess current and new programs/products that diversify the associations' revenue sources and help translate strategic priorities into marketable products and services. Oversee the program and product development pipeline from idea generation to end of the life cycle.
- Work with staff from various internal departments and cross-functional teams to research, review, and analyze new educational products, programs, and services including opportunity assessments, market research, competitive analysis, member and other customer needs assessments, and financial feasibility. Based on this, create business plans and detail the steps for implementation.
- Work with committees, volunteers and subject matter experts (SMEs) to develop new educational program content utilizing relevant, innovative educational access media (e.g. in-person and virtual training courses, online CME learning, interactive learner engagement, etc.).
- Understand and be adept at incorporating new or existing technologies.
- Provide leadership and management support to education-related committees. Supervise and coach the Education Manager in work directives, goal setting and evaluation.
- 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 ASPHO's policies and procedures, accreditation (ACCME) criteria, standards and policies. 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.
- Support the marketing staff with their creation of marketing plans for products and services. Elements include market segmentation, value proposition development, product positioning, pricing strategy, and

communications strategy. Ensure transition of new products and programs to the appropriate operations team/staff member.

- Develop and foster a working relationship with American Board of Pediatrics (ABP) staff leadership and serve as a primary point of contact about ABP policies and requirements for board subspecialty certification in hematology/oncology, including criteria to satisfy Maintenance of Certification (MOC).
- Keep abreast of current developments and best practices in educational program and product development and delivery. Capable of translating ideas in to actionable activities.
- 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.
- Develop annual departmental budgets. Monitor performance against budget and assure course correction as needed.
- Attend and represent ASPHO at its annual conference, board meetings, educational events and other select conferences out of state as necessary.
- Performance of other duties as determined appropriate.

Experience and Skills

- Bachelor's degree and 5 or more years of 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.
- Expertise in ACCME Essentials, Elements, Standards and Policies.
- 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.
- Attends to how new approaches, policies, and guidelines integrate and align with current practices.
- Experience communicating, coordinating and collaborating with volunteers.
- Exhibits strong leadership skills and a high aptitude as a team contributor and mentor.
- 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.
- Organize and prioritize complex workloads and effectively manage multiple projects at various stages of their implementation with attention to detail and deadlines.
- Retains focus and optimism even in times of ambiguity or when facing potential roadblocks. Views change as an opportunity to produce better results. Thinks proactively and creatively.
- Excellent customer service mentality and delivery; strong interpersonal skills.; resourceful.
- Must excel in a team-oriented environment. collaborative, supportive, and "can-do" attitude is crucial to success. This person must have integrity and credibility with leaders, members, and staff.
- Develops and produces quality written work that is appropriate, thorough and accurate. Effective verbal communication and agile facilitator.

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 send a resume and salary requirements to Summar Jonas, Talent Acquisition Manager at sjonas@connect2amc.com

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