



POSITION DESCRIPTION

Position Title: Vice President, Publications & Practice Resources
Department: Publications & Practice Resources
Reports To: Chief Executive Officer
Supervises: Sr Director, Clinical Guidelines & Quality, Director, Workforce Development & Special Projects and Director, Publications
FLSA Status: Exempt **Effective Date:** March 1, 2021

General Description:

The VP, Publications and Practice Resources provides leadership and strategic direction for operational excellence of AASLD's publications, practices resources, quality initiatives. The Vice President will be responsible for keeping staff directed and focused on serving members, delivering on revenue objectives, and the mission of the association. The VP attends and participates in all appropriate staff meetings, Governing Board meetings, and Executive Committee conference calls and works closely with the Journals Publications Committee.

The position directly supervises the following positions:

- Senior Director, Clinical Guidelines & Quality
- Director, Publications
- Director, Workforce Development and Strategic Initiatives

The VP is responsible for four main areas:

- Scientific Journals Publications (oversight and strategy for four peer-reviewed scholarly journals)
- Practice Guidelines and Practice Metrics Programs
- Quality Programs (including the Cirrhosis Quality Collaborative)
- Clinical Practice Initiatives

Key Responsibilities:

Strategic Leadership

Provide strategic vision, leadership, and oversight of all aspects of the division and respective departments. Work collaboratively with executive and senior leadership to ensure publications, practices resources, strategic initiatives, and content strategy build, sustain and support AASLD strategic plan. Contribute to the development of the AASLD's strategic plan and work plans as well as the overall leadership and management of the organization.

Budget

Oversee the annual budget of the division and monitor and manage the organization's resources within budget parameters.

Publications

Responsibility for all four monthly, peer-reviewed scholarly journals produced to the satisfaction of editors, oversight committees, and governing board.

- Monitors developments in the journal publishing environment, e.g., Open Access uptake and funding, and in concert with the publisher and Publications Committees, develops strategic plans for each journal based on the environment
- Monitors developments in the publication of liver-related research and advises on new opportunities to expand the AASLD journals portfolio
- Supervises and coordinates activities of the Managing Editors
- Responsible for peer-review and production of four journals
- Monitors performance of the publisher
- Produces reports to be used in committee meetings and board presentations by the editor
- Contributes to the interviewing and selection of new publisher when appropriate
- Coordinates the transition to a new publisher when appropriate
- Coordinates the transition to new editorial teams every five years



Practice Resources

Oversees AASLD's Practice Guidelines and Practice Metrics programs in accordance with AASLD policy and ensures the effective distribution of these resources via AASLD publications and digital properties.

- Oversees the development of practice guidelines and practice metrics in accordance with policy and best practices
- Ensures effective coordination between AASLD leadership groups including the Governing Board, Practice Guidelines/Metrics Committee, and Editors in Chief of the journals
- Manages the publication, promotion and distribution of approved guidelines and metrics

Quality Programs

- Oversees the strategy and development of AASLD's Cirrhosis Quality Collaborative (CQC) Registry
- Develops and executes CQC business plan to ensure future profitability
- Develops future quality collaborative initiatives that serve the Hepatology community

Clinical Initiatives

- Manages AASLD Clinical Task Forces as developed and approved by the AASLD Governing Board
- Oversees the development of Task Force strategies and manages cross functional staff teams to execute strategies
- Supports Task Force leadership and staff

Content Management

- Oversees and manages AASLD content management strategy ensuring effective coordination with the overall digital strategy goals including supporting search engine optimization (SEO), member utilization, social media deployment and altmetrics
- Maintain AASLD's key taxonomy in close cooperation with subject matter experts and key AASLD committees and journal leadership

Human Resources:

- Effectively manages a high performing staff team responsible for AASLD scholarly journals
- Serve as a strategic advisor to the AASLD CEO on personnel matters related to the association.

AASLD Senior Leadership Team:

- Serve as a key part of the AASLD Senior Leadership Team managing the success of AASLD towards the goals, objectives, and metrics of the strategic plan.
- Provide staff leadership in advancing the association's staff culture and accountability.
- Support and drive AASLD's goals around diversity, equity, and inclusion.

Other duties as assigned.

Education and Experience

- Requires Bachelor's degree in relevant area, or other related field equivalent work experience. An advanced degree is preferred and certification in area of expertise (e.g., CAE, CPA, PMP, CMP, etc.)
- Requires 8-10 years of experience in a similar role and advanced subject matter expertise. Requires knowledge of key programmatic, operational, and financial issues and priorities.
- Prior experience working for a healthcare organization is critical.
- Significant understanding of scientific journals and experience in managing these publications, including working with volunteer editorial teams.

Skills Needed in Position

- Proven experience in scholarly publications
- Communication skills: Skill in clearly and effectively communicating ideas verbally and in writing, including the ability to edit the writing of others. Commitment to keeping stakeholders informed. Adept at forming and maintaining external partnerships and networks
- Strategic thinking and problem-solving skills: skill in anticipating future consequences and trends, making decisions congruent with the organization's strategic direction, mission and goals, and developing new approaches to solve problems or improve processes.



- Planning and organizing skills: skill in determining priorities, developing plans to assure the achievement of objectives, and allocating time and resources effectively. adept at working under tight deadlines and managing multiple projects simultaneously and ability to meet deadline
- Supervisory/management skills: skill in setting clear performance objectives and directions; delegating appropriately; and providing clear, behaviorally specific performance feedback, effective coaching, and development opportunities. Ability to lead and manage change in a positive and inclusive manner and working effectively with a diverse membership.
- Customer service skills: Skill in providing the highest quality products and services that meet or exceed the needs and requirements of internal and external customers.
- Interpersonal skills and emotional intelligence: Skill in building and maintaining effective interpersonal and team relationships with a diverse network of colleagues inside and outside the organization, and with other relevant individuals with whom the organization works (members, the media, other organizations, funders etc.)

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements. Duties and responsibilities may be changed or expanded at any time to accommodate the needs of AASLD and the AASLD Foundation.