



## VICE PRESIDENT, EDUCATION & PROFESSIONAL DEVELOPMENT

The American Association for the Study of Liver Diseases (AASLD) is the leading organization of scientists and health care professionals committed to preventing and curing liver disease. AASLD is seeking a Vice President of Education & Professional Development to develop and oversee the strategic direction of AASLD's educational programming and training. AASLD headquarters is located in Alexandria, VA. This position is currently remote due to COVID-19. Candidates in the DC Metro area are preferred but individuals in the Eastern time zone will be considered for a remote opportunity. AASLD offers a competitive benefits package, including a 35-hour workweek, generous vacation/holiday leave, and retirement contribution.

### POSITION SUMMARY

Reporting to the Chief Executive Officer, the Vice President of Education & Professional Development is responsible for the strategy and budget management, including revenue generation, of AASLD's educational programming. The Vice President will grow the education program and interest in the program, deliver innovative products, and establish clear metrics to measure success. AASLD convenes a number of educational programs throughout the year to facilitate the leadership activities of our Board, Committees, and other internal groups. This position works in collaboration with the AASLD leadership team, member leaders, and department staff and leads a department of eight full-time professionals along with overseeing diverse vendor relationships. The Vice President directly supervises the Director of Education & Professional Development and the Director of Digital Education. This position is responsible for four main areas: Education Programs, Education Products, Training, and Maintenance of Certification.

The Vice President ensures AASLD's mission is reflected in all related activities, understands the unique culture of AASLD, and develops and maintains positive relationships with other organizations that are consistent with and advance the interests of AASLD and its constituents.

### 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 as well as the overall leadership and management of the organization.

#### Online and Continuing Education

- Oversee the educational program design and abstract and program development processes.
- Lead the project management of educational products and online learning tools.
- Ensure ACCME standards and guidelines are adhered to.
- Provide written quarterly update to CEO.
- Write and update departmental SOP's including timelines.

#### Training and Maintenance of Certification (MOC)

- Manage workforce and training to include related graduate medical education issues and the transplant hepatology pilot program.
- Drive MOC product development and implementation.

#### Budget

- Oversee the annual budget of the division and monitor and manage the organization's resources within budget parameters.
- Work with teams in Meetings on budget preparation.

- Administer and control approved budget for overall department expenditures.
- Oversee and review invoices, monitor expenses, and take corrective action to meet financial goals.
- Review monthly financial reports provided by Finance and Accounting.
- Evaluate proposals for cost efficiency and quality.

### General

- Evaluate new technologies that further enhance the effectiveness of the education department.
- Collaborate with association staff to ensure effective promotion and branding of AASLD programs and products.
- Oversee educational committees and task forces, directing the development of content, identifying new product ideas, guiding program committee involvement, and ensuring continuing education goals are met.
- Effectively manage a high performing staff team responsible for AASLD education programs.
- Serve as a strategic advisor to the AASLD CEO on personnel matters related to the association.
- 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.

### **SKILLS & ABILITIES**

- Clear and effective verbal and written communication skills, including the ability to edit the writing of others
- Commitment to keeping stakeholders informed
- Strong strategic thinking and problem-solving skills
- Planning and organizing skills and the ability to work multiple projects under tight deadlines
- Excellent supervisory/management skills with the ability to lead and manage change in a positive and inclusive manner
- Ability to build credibility with volunteer leadership
- Commitment to 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

### **REQUIRED EDUCATION AND/OR EXPERIENCE**

- Bachelor's degree in a relevant area, or other related field equivalent work experience
- Minimum of eight years of experience in a similar role with advanced subject matter expertise
- Experience in healthcare
- Previous work experience in an association
- Knowledge of key programmatic, operational, and financial issues and priorities
- Knowledge of ACCME accreditation
- Experience forming and maintaining external partnerships and networks
- Successful volunteer management experience
- Experience building successful relationships with staff colleagues and direct reports in a fast paced and collaborative environment

### **HOW TO APPLY**

If you believe you meet the requirements, please submit a resume to the following job link:

<https://recruitcrm.io/apply/16323441849430013318Shw>

Additional inquiries and questions can be emailed to Beth Cessna at [Beth.Cessna@cessnasearch.com](mailto:Beth.Cessna@cessnasearch.com) or contact 202-232-1765.

### **ABOUT THE AMERICAN ASSOCIATION FOR THE STUDY OF LIVER DISEASES (AASLD)**

AASLD is the leading organization of scientists and health care professionals committed to preventing and curing liver disease. The organization fosters research that leads to improved treatment options for millions of liver disease patients and advances the science and practice of hepatology through educational conferences, training programs, professional publications, and partnerships with government agencies and sister societies.

AASLD recognizes that each employee's experiences and perspectives are unique and add value to its ability to serve the membership and community. AASLD is committed to building a fully inclusive, collaborative, and respectful workplace that reflects all the communities it serves. The organization offers a competitive benefits package, including a 35-hour workweek, generous vacation/holiday leave, and retirement contribution.

AASLD is an Equal Employment Opportunity employer.

## **ABOUT CESSNA & ASSOCIATES, LLC**

Cessna & Associates, LLC is a boutique HR consultancy partnering with mission driven, non-profit organizations. Our goal is to identify the best potential candidates that the market has to offer.

[www.cessnasearch.com](http://www.cessnasearch.com)



### The Power of Diversity, Equity, and Inclusion Fuels Success

Cessna & Associates embraces and celebrates the strength that diversity brings to our organization. Just as we are deliberate in our own pursuit of Diversity, Equity, and Inclusion initiatives, our efforts support our clients' DEI success. We drive every search with an unyielding focus to create an even playing field for all candidates and assess their ability to be "culture adds," not merely "fits" for our clients. Our team builds and nurtures this rich tapestry of diversity for ourselves and for our clients.