



## POSITION DESCRIPTION

**Position Title:** Senior Manager, Member Communities

**Department:** People & Strategy

**Reports To:** Chief of Staff

**Supervises:** Coordinator, Member Communities

**FLSA Status:** Exempt

**Effective Date:** March 1, 2021

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### General Description:

Manages and advances AASLD's Special Interest Groups (SIG) strategy and programs. Responsible for managing current SIGs and facilitating the development of new ones. Oversees all areas of SIG programs and activities. Manages ENGAGE platform in support of SIG and member communications. The position supports increase member engagement and professional opportunities with SIGs. Supervises Coordinator, Member Communities.

### Key Responsibilities:

#### SIG Leadership & Engagement:

- Works with SIG leadership and related subcommittees on content development, events, and related communications.
- Works with SIG chairs and co-chairs to manage the nomination and election process of SIG leadership
- Assists SIG Chairs and subcommittees leaders with developing and implementing activities aligned with AASLD's strategic plan.
- Oversees SIG subcommittees and tracks volunteer involvement in AMS.
- Supports the established structure and organization for each of the SIGs.
- Develops strategy and manages implementation for the creation of new SIGs.
- Works with SIG leadership to develop resources to promote AASLD membership.
- Monitors and maintains SIG membership in database and prepares regular reports to SIG Chairs with membership data and other requested information.
- Manages ENGAGE platform, including tracking SIG engagement and providing other data related to AASLD's digital strategy.

#### Program Management:

- Develops and executes SIG program strategy.
- Mobilizes the SIGs to facilitate creation of content including webinars, conference sessions, and other educational offerings.
- Prepares and maintains individual SIG program budgets.
- Supports content development and organization of SIG-related meetings as well as virtual and/or in-person events including sessions at The Liver Meeting® and DDW.
- Oversees content of SIG web pages.

#### Committee Responsibilities:

- Serves as staff liaison to the SIG Committees and Subcommittees:
  - Schedules and participates in SIG leadership calls:
  - Drafts committee meeting agendas and prepares call summaries.
- Ensures meeting reports are submitted to Governing Board in timely manner as requested.



- Prepares and reviews SIG reports for the AASLD Governing Board and AASLD Foundation Board of Directors.

#### **Operations & Administration:**

- Prepares annual budget and other necessary financial documents to ensure established costs, quality, and delivery commitments are met.
- Reviews and analyzes activities, costs, operations to determine progress toward stated goals and objectives.
- Oversees and supports the administrative components of SIG program services, including contracted work.
- Streamlines and documents processes and procedures for all SIG initiatives and activities.
- Performs annual review of processes and procedures and updates them as deemed appropriate and necessary to ensure perpetual business process efficiencies.

Other duties as assigned by Chief of Staff.

#### **Education and Experience**

- Bachelor's degree in relevant area, or other related field equivalent work experience.
- The job requires 4-6 years of experience in a similar role and relevant subject matter expertise.
- Requires knowledge of key programmatic, operational, and financial issues and priorities.

#### **Skills Needed in Position**

- 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.
- 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.
- 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.
- 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 the AASLD Foundation.*