

## POSITION DESCRIPTION

**Position Title:** Vice President, Education & Professional Development  
**Department:** Education & Professional Development  
**Reports To:** Chief Executive Officer  
**Supervises:** Director, Education, Evaluation & Program Design and  
Director, Educational Conferences & Program Management  
**FLSA Status:** Exempt  
**Effective Date:** January 18, 2023

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### General Description:

The Vice President, Education & Professional Development is responsible for the overall direction of AASLD's educational initiatives, strategy and execution including the leadership over the AASLD's key educational products, and budget management (including revenue generation) in collaboration with the AASLD leadership team, member leaders and department staff. AASLD convenes many educational programs throughout the year to promote the science and practice of hepatology and facilitate the exchange with members globally. The Vice President leads a department of 6 full-time professionals along with overseeing diverse vendor relationships.

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

The position directly supervises the following positions:

- Director, Education, Evaluation & Program Design
- Director, Educational Conferences & Program Management

The VP is responsible for four main areas:

- AASLD Flagship programs – The Liver Meeting (TLM) and Digestive Disease Week (DDW)
- Overall Education and Professional Development Strategy
- Online Education Programs and Products including LiverLearning
- Accreditation Training and Maintenance of Certification

### 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.

#### Key Education Programs – TLM and DDW

- Work closely with staff and member leaders on the annual and long strategy for both meetings.
- Coordinate and drive educational design and development related to the educational programs.
- Manage the operational aspects including speaker management, abstract management and program review.
- Ensure ACCME standards and guidelines are adhered to.
- Oversee successful on-site execution of the educational program.

#### Online and Continuing Education:

- Educational program design.
- Abstract and program development processes.
  - Project management of educational products.
  - Ensure ACCME standards and guidelines are adhered to.
    - Provide written quarterly update to CEO.
  - Online learning and tools.



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- Write and update departmental SOP's including timelines.

#### **Accreditation and Maintenance of Certification (MOC):**

- ACCME Accreditation and certification.
- MOC product development and implementation.
- Key Liaison between AASLD and ABIM and ACCME

#### **Budget**

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

- Work with teams in Education on budget preparation.
- Administer and control approved budget for overall department expenditures.
- Oversee and review invoices and 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.

#### **Human Resources:**

- Effectively manages 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.

#### **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 an area of expertise (e.g., CAE, 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.

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

- Experience with building successful relationships with staff colleagues and direct reports in a fast paced and collaborative environment.
- 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
- Educational Design: Experience in building high quality educational programs to healthcare audiences.



- Accreditation: Strong knowledge of ACCME accreditation requirements as an accrediting body and for attendees. Experience with ABIM MOC credit process.
- 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. Skill in developing process and procedures that are focused on serving the needs of a diverse customer base (members, speakers, session organizers).
- 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.*