



POSITION DESCRIPTION

Position Title: Senior Manager, Member Communities & Committee Engagement
Department: People & Strategy
Reports To: Director, Policy & Planning
Supervises: Non-Applicable
FLSA Status: Exempt

General Description:

The Senior Manager, Member Communities & Committee Engagement, reports to the Director, Policy & Planning and is responsible for fostering meaningful member volunteer participation, supporting overall committee effectiveness, advancing patient and member engagement programs, and facilitating collaboration among volunteer leaders, members, patients, and staff. The Sr. Manager serves as the primary staff liaison to committees focused on inclusion, diversity, and patient-centered initiatives. Working closely with member leaders and internal stakeholders, the position supports the day-to-day management and implementation of programs, events, and initiatives that advance and strengthen member engagement across the organization. This position has primary responsibility for planning AASLD's virtual Town Hall and developing resources for community of Committee/SIG leaders. This position also manages implementation of new approved member communities and develops guidelines for engagement in these communities. The Sr. Manager reports to the Director, Policy & Planning.

Key Responsibilities:

Member Communities

- Serves as staff lead to key member communities focused on diversity and inclusion, which include the Inclusion & Diversity Committee, Women's Initiative Committee, LGBTQ+ Subcommittee and the Patient Advisory Group (PAG).
- Manage activities for these key communities at TLM and DDW to ensure they are appropriately represented at these meetings, which includes coordinating with Education and Meetings Teams on sessions and/or networking events.
- Drive the implementation of new communities as assigned aligned with strategic priorities.

Committee Engagement

- Serves as Staff Liaison to the above diversity and inclusion committees. Responsibilities include scheduling and facilitating meetings, developing board reports, and ensuring timely follow-up on action items or deliverables.
- Manages AASLD's committee framework to ensure overall effectiveness and transparency of overall structure. Work includes creating relevant resources to evaluate committee performance and enhance leadership development of Chair roles, convening meet-ups for Staff Liaisons (virtually and in-person at AASLD Days), creating processes



to streamline communications with committee leaders, organizing virtual Town Halls and other engagement activities for Committee/SIG leaders.

Patient Engagement

- Supports management of Patient Advisory Group (PAG) activities with the Director.
- Engages externally with Director with patient organizations to facilitate connections, build trust and long-term relationships with patient groups and patient advocates.

Education and Experience

- Bachelor's degree in business administration, relevant area, or related field, or equivalent combination of education, training and experience required.
- Minimum of 5-7 years of professional experience in volunteer or program management or a similar role and relevant subject matter expertise. Familiarity with diversity and inclusion as well as patient engagement issues is desirable.
- Requires knowledge of key programmatic, operational, and financial issues and priorities.
- Proficiency using Microsoft Office suite or related software. Experience with membership databases, project management tools like Monday.com and awards platforms like OpenWater is a plus.
- Experience working with healthcare associations or other types of nonprofit organizations.

Skills Needed in Position

- Strong organizational and project management skills with exceptional attention to detail; able to prioritize and coordinate multiple initiatives simultaneously.
- Excellent interpersonal and communication skills, with the ability to collaborate effectively across a wide range of stakeholders in a diverse environment.
- Ability to build and maintain strong relationships with volunteers and staff, acting as a trusted liaison.
- Ability to work independently with minimal oversight while also collaborating effectively across all levels of the organization.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced, collaborative, and remote environment.

The above statements are intended to describe the general nature and level of work performed by individuals in this role. They are not meant to be an exhaustive list of all responsibilities, duties, or requirements. Duties and responsibilities may be modified or expanded at any time to meet the needs of the AASLD and the AASLD Foundation.