

POSITION DESCRIPTION

Position Title: Director, Continuing and Professional Education
Department: Education & Professional Development
Reports To: Vice President, Education & Professional Development
Supervises: Manager, Accreditation and Education Analytics; Manager, Live and Digital Education; Senior Program Manager, Education TLM; Manager, Education DDW and Interactive Learning
FLSA Status: Exempt
Effective Date: March 1, 2026

General Description:

Reporting to the Vice President of Education & Professional Development, the Director of Continuing and Professional Education will collaborate on the overall strategy and vision for AASLD's educational portfolio. This includes working together to shape the direction of The Liver Meeting, Digestive Disease Week, standalone workshops, digital education initiatives, and other innovative programmatic concepts that advance member value, drive revenue, and support AASLD's long-term growth. The Director will partner with staff, member leaders, and subject matter experts to ensure alignment with AASLD's mission and strategic priorities.

At the same time, the Director of Continuing and Professional Education will have direct oversight of the operational execution of AASLD's educational programs. This includes management of the LMS and related technologies, education grants, digital learning products, and the implementation of all conferences and events. The Director will lead program design and evaluation using instructional design and adult learning principles to ensure high-quality, engaging, and outcomes-driven content. In this capacity, the Director is responsible for vendor management, workflow oversight, and day-to-day operations that bring the collaboratively defined education strategy to life.

Key Responsibilities:

Education Activity Strategy and Execution:

- Oversees 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. These include:
 - The Liver Meeting Scientific Program Committee: Primary Liaison
 - Digestive Disease Week Unified Program Committee: AASLD Staff Liaison in partnership with Manager
 - Education Oversight Committee: Liaison in partnership with VP, Education and Professional Development
 - Basic Research Committee, CME Committee, and Online Learning Committee: provide support and guidance to Program Managers serving as staff liaisons
- Contributes to development of educational strategy, as well as to the overall leadership and management of the Education and Professional Development Department, in partnership with the VP.
- Ensures that AASLD is positioned to be a leader in providing the highest quality continuing and professional education programs that incorporate the latest in program delivery formats, audience generation, data collection, and outcomes reporting.
- Directs the design and implementation of evaluation tools for educational activities, including the assessment of learning objectives, and changes in learner competence, performance, and/or patient outcomes because of educational interventions.

- Reviews the overall focus of the educational program and identifies areas for improvement.
- Evaluates new technologies that further enhance the effectiveness of the education department.
- Ensures ongoing CME accreditation and supports the ACCME accreditation process, and related documentation, through the supervision of the accreditation manager.

Revenue Generation, Growth, and Engagement

- Drives increased engagement of hepatology providers and other targeted audiences with AASLD-provided education activities through a focus on identified learner needs and practice gaps.
- Collaborates effectively with other departments and AASLD staff to engage and communicate with members and other audiences effectively, as learners and subject matter experts.
- Identifies opportunities to diversify and strengthen AASLD revenue streams.
- Supervises related educational grant development and management activities within the department, in collaboration with the VP, Education and Professional Development and the Senior Manager, Corporate Partnerships.

Leadership:

- Manages continuing and professional education staff and provides leadership and mentoring; evaluates performance and determines work assignments, methods, and priorities.
- Demonstrates ability to work effectively with others possessing less experience or technical expertise.
- Makes recommendations for systems and process improvement when gaps are identified.
- Works effectively with minimal supervision in a deadline-driven environment.
- Collaborates with senior leaders to develop and execute educational strategies that support AASLD's strategic objectives.
- Provides regular updates and discusses strategic planning ideas and opportunities with the VP, Education and Professional Development to ensure alignment of association-wide business objectives and activities.
- Ensures that projects adhere to established deadlines, milestones, budget, and organization policies.
- Identifies and assesses resource needs across the department to ensure alignment with organizational goals and strategic priorities.

Budget:

- Leads development of annual budgets in conjunction with the VP, Education and Professional Development and holds spending authority for significant expenses.
- Monitors and manages the organization's resources within budget parameters.
- Oversees and reviews invoices, monitors expenses, and takes corrective action to meet financial goals.
- Authorizes related invoices and monitors expenses, taking corrective action as needed, to meet financial goals.
- Tracks and monitors financial activity for grant-funded projects to ensure accurate reconciliation reporting at each project's ending.
- Reviews financial reports and reports inaccuracies to appropriate Finance team member.

Human Resources

- Provides direct supervision to the: Manager, Accreditation and Education Analytics; Manager, Live and Digital Education; Senior Program Manager, Education TLM; Manager, Education DDW and Interactive Learning Effectively manage the formal and informal professional development of direct reports through skill planning, coaching, and performance feedback.
- Evaluates performance and determines work assignments, methods, and priorities in collaboration with the VP, Education and Professional Development.



- Serves as an internal expert for education to other organizational stakeholders.
- Supports staff leadership in advancing the association's staff culture and accountability

Education and Experience

- Bachelor's degree in a relevant area, or other related field equivalent work experience.
- Requires 10+ years of experience in a similar role and advanced subject matter expertise.
- Experience in Continuing Medical Education (CME), instructional design, adult learning theory, curriculum design, educational research methods, program evaluation, and ACCME accreditation required.
- Experience in healthcare education.
- Experience leading a team in an association management setting.
- Requires knowledge of key programmatic, operational, and financial issues and priorities.
- Proven success 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.

Skills Needed in Position

- Ability to work with staff and volunteers at all levels.
- Ability to lead and manage change in a positive and inclusive manner.
- Ability to build credibility with volunteer leadership.
- Healthcare Education: Familiarity with MOC, CME, the ACCME Policies and Standards, PhRMA guidelines and the Physician Payment Sunshine Act.
- Leadership: Works with staff and volunteers at all levels and builds credibility with volunteer leadership. Leads and manages change in a positive and inclusive manner. Provides staff leadership in advancing the association's culture and accountability. Supports and drives AASLD's goals around diversity, equity, and inclusion
- 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.
- 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.).



- Provide staff leadership in advancing the association's staff culture and accountability.
- Support and drive AASLD's goals around diversity, equity, and inclusion.

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.