** Job Description for:**

***Senior Manager, Global Education***

***Global Education Unit***

***Exempt***

Reporting Structure

The Senior Manager, Global Education reports to the Director, Global Education

Qualifications:

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* Successful completion of a Bachelor’s Degree; emphasis on adult education, healthcare professional education, or related professional development field a plus
* 5+ years’ experience in nonprofit association environment project management required
* 2-3 three years supervisory experience preferred

Scope and depth of skills/knowledge:

* Proficiency with course development and the utilization of adult learning principles in a medical professional development environment
* Demonstrated project management skills, attention to detail, ability to work independently in a lead role, work on multiple projects, and manage competing deadlines
* Advanced understanding of unique program and content requirements for various learning modalities including live, online, and mobile platforms
* Experience with eLearning and Learning Management Systems software packages
* Advanced skills with Microsoft Office products
* Knowledge of ACCME requirements and how they apply to education activity development
* Superior communication (verbal, written and technical) skills, demonstrated ability to work with all levels of members, volunteers, education partners (vendors) and staff
* Demonstrated ability to think strategically, tactically, analytically, and creatively
* Strong interpersonal skills
* Service-oriented approach essential
* Some travel may be required.

Key Responsibilities:

* Manage the development, implementation, and maintenance of a variety of the association’s education and knowledge initiatives
* Manage education vendors and outsourced work; participate in vendor search, review, negotiation, and management
* Develop budget and pricing structure for each product; maintain key financial records for each. Monitor financial statements and ensure accuracy; provide registration and financial data for Board reports and financial projections.
* Design, develop, and implement education activities in accordance with ACCME guidelines and using established protocols for the AAO-HNSF education and knowledge portfolio
* Provide leadership and direction to program staff; including hiring, training, performance management, and professional development opportunities
* Serve as the advocate between the member and the Academy’s vendors
* Act as a liaison between Academy departments and committees with the emphasis on coordination and integration of education initiatives and member engagement
* Utilize survey and evaluation data to monitor success of the education program to inform future activities

Specific Responsibilities:

* Supervise, train, and develop assigned staff
* Work with internal staff and volunteer committee members to identify gaps in AAO-HNSF’s education offerings and to develop appropriate programmatic vehicles to address the identified learning needs of members
* Manage initial and ongoing communication with authors and reviewers while instructing them regarding the education content development process
* Serve as a point of contact for member inquiries and technical issues regarding assigned programs, platforms, and/or vendors
* Participate in user education and marketing initiatives
* Assist in the development and maintenance of individual staff work plans for education
* Develop and manage education project budgets as assigned
* Report metrics to the Director, Education in order to evaluate the effectiveness of the Foundation’s education initiatives
* Coordinate the use of internal resources for education
* Monitor the current state of education advances
* Provide information, coordination, and support to Education Coordinator and committees as assigned
* May participate on an internal team, either through formal assignment, or on an ad hoc basis
* Consistently demonstrates courteous, cooperative, and helpful behavior to all contacts, internal and external
* Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either orally or in writing