Senior Director

Research and Quality (R&Q) Business Unit
Exempt

Reporting Structure:

A member of the Executive Leadership Team, the Senior Director, reports to the EVP/CEO

The Senior Director oversees the Academy's involvement in medical society research and quality activities. The Senior Director ensures optimization of research and quality products including the Reg-ent data registry, research study design and analysis, the Clinical Practice Guidelines/Consensus Statement program, the CORE grants program; grants and funded initiatives; and committee projects and programming.

Qualifications

Bachelor's degree from an accredited college or university with an emphasis or concentration in healthcare, business, or related field. A Master’s degree is strongly preferred. Significant supervisory experience required. Experience in research, healthcare technology, data analysis, research study design and deployment, clinical data registry development and operation, and quality and patient safety related activities with physicians, hospitals or other organizations/associations required. Requires working knowledge of the overall healthcare quality environment as well as other physician environment challenges such as physician quality measurement. Requires a basic foundation in healthcare agencies and organizations (e.g. AHRQ, NIH, CMS, ONC, FDA, AMA, ACS, etc.) and their research and quality priorities. A thorough understanding of health care financing and delivery systems, physician reimbursement, electronic health record systems and public reporting is required. Must have excellent interpersonal skills and the ability to represent the Academy's position and voice with outside organizations and other associations to further the Academy’s mission and strategic goals. Excellent oral and written communication skills required. A motivated, energetic, talented and team-oriented candidate with a proven track record is strongly preferred. Accountability, attention to detail and follow-through essential. Must be able to work well with physician volunteers, Board members, executives, and staff, as well as with counterparts at other organizations. Some travel may be required. Some evening conference calls and weekend meetings required.

Key Responsibilities

- Manage the day-to-day operations of the business unit.
- Provide leadership and direction to associated staff; including hiring, training, performance management and professional development.
- Accept responsibility for and champions organization’s mission, vision, and values, and strategic direction.
- Develop and manage budget(s) and budgeting processes.
- Ensure the organization's objectives and business strategies are translated into division’s operational plans.
- In conjunction with the Director, Reg-ent, oversee the continued development and ongoing operations of the Reg-ent clinical data registry including the associated technology partnerships.
- Provide appropriate guidance to ensure Foundation's overall department goals are met.

Please submit your resume, cover letter and salary, expectations through one of the following options:

- Email: Attach a Word document or copy and paste your cover letter and resume and send to employment@entnet.org.
- Mail: AAO-HNSF, 1650 Diagonal Road, VA 22314-2857 Attention: Human Resources
- Fax: 1-703-683-5100

Updated October 2023
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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.

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