

## Director Education & Professional Development

### American Epilepsy Society

#### Position Overview

The Director of Education and Professional Development is responsible for directing, managing and providing strategic oversight for all aspects of AES education and professional development activities. S/he will ensure that the Society's activities are consistent with the ACCME requirements. S/he will manage the education staff team in the development, implementation and evaluation of CME and non-CME initiatives and programs. S/he oversees education operations to ensure that AES maintains its Accreditation status.

S/he will work with the Executive Director, senior management team and other staff to develop and implement strategies for addressing the professional needs of its members.

#### Position Responsibilities

- Works collaboratively with the Council on Education in setting strategic direction for development of all continuing professional development activities of the Society, including CE, non-CE, live meetings, and online/digital products.
- Directs the effective and efficient planning, development, implementation and evaluation of educational programs and activities.
- Directs activities to assure compliance with accreditation (ACCME) criteria, standards and policies to maintain to the standards of accreditation with commendation. Oversee development and maintenance of all necessary documentation, including policy and procedure manuals, to meet accreditation, funding, and other reporting requirements.
- Direct creation of a needs assessment library of professional practice gaps and educational needs underlying gaps. Assure that the needs of all members and constituents are considered (physician, nurse, other allied health, basic scientists, and full career stage spectrum).
- Work collaboratively with other senior team members within the resource and product development process to assess member needs, program viability, and development of successful business models to support educational goals.
- Develop and foster a close working relationship with American Board of Psychiatry and Neurology (ABPN) staff leadership and serve as a primary point of contact about ABPN policies and requirements for board subspecialty certification in epilepsy, including criteria to satisfy Maintenance of Certification (MOC).
- Participates as a member of the executive staff team, contributing to development of long-term strategy and annual organizational goals. Works collaboratively and cooperatively with other senior staff in membership, marketing, communications, and development as necessary to achieve organizational goals.
- Provide or oversee provision of necessary content for writing and submission of grant proposals for education projects/activities.
- Staff liaison to the Council on Education

- Develops annual departmental budget. Monitors performance against budget and assures course correction as needed.
- Directs and establishes priorities for staff team. Supports staff development.
- Prepares reports and recommendations for the Council on Education and Board of Directors regarding continuing professional development activity.
- Special projects as assigned.
- Travel required 3-4 times a year.

## **Position Requirements**

- Master's Degree in public health, business or equivalent healthcare field required. Doctoral degree or specialty certificate/training in continuing education preferred.
- Minimum seven years progressive experience in medical education environment, either with healthcare association or other medical education provider, with experience contributing to departmental or organizational strategy.
- Minimum five years staff management experience. Highly accountable for own and direct report actions.
- In depth knowledge of continuing professional development standards in medical education, including ACCME requirements.
- Demonstrated understanding of MOC requirements for physicians and experience developing programs to meet those requirements.
- Preference for understanding of same for nursing and other allied health. Exposure to educational needs of basic scientists and researchers a plus. Demonstrated ability to translate strategic objectives of operational plans and direct execution against those plans.
- Excellent written and verbal communications skills.
- Successful track record of directing multiple projects in a fast-paced, deadline-driven environment.
- Ability to formulate clear, concise, thorough and supportable recommendations. Exceptional interpersonal skills at all levels of the organization.
- Collaborative, solution-oriented team leader and colleague.
- Proficiency in Microsoft Office (Word, Excel, Outlook).