



Associate Director, CME Services

The Endocrine Society, a rapidly growing membership association with more than 14,000 scientist and physician members, seeks an experienced professional to serve as associate director of CME Services in its Meetings and Education Department.

Under the general supervision of the Director of Education, the Associate Director of CME Services directs the CME Services business division, which is responsible for the Society's externally-funded professional education activities. These responsibilities include: continuous market and needs assessment research, proposal development, content development and delivery, as well as evaluation and outcomes reporting for all live and enduring CMES activities; development of a comprehensive portfolio of live and enduring endocrine CME activities; cultivation and maintenance of collaborations with partner CME and IME providers; efficient management of the CMES Peer Review Service for educational content endorsement by the Society; and oversight of all related activity files for ACCME documentation.

Responsibilities:

- Serve as primary staff liaison to the Special Programs Committee (SPC), leading the SPC in the timely formulation of activity concepts for development as proposals and ensuring timely review of external proposals when they are submitted for consideration. Prepare reports for and support the SPC Chair at meetings of the Scientific & Educational Core Committee (SCIED).
- Continuous market and needs assessment research, proposal development, content development and delivery, as well as evaluation and outcomes reporting for all live and enduring CMES activities
- Development of a comprehensive portfolio of live and enduring endocrine CME activities to address the needs of specialists and primary care providers, work with program directors, the SPC liaison and when applicable, Medical Education Communication Companies (MECCs) to plan individual activities. Manage the budget for all CMES programs, collaborating with the development and finance

departments to ensure complete information from the point of receipt from development to the point of reconciliation with finance.

- Collaborate with internal and external stakeholders, especially the marketing and membership functions, to ensure the development and management of successful learner recruitment strategies for all live and enduring CMES activities.
- Manage the peer review process for educational content endorsement by the SPC.
- Assist other Endocrine Society departments with the development of educational and scientific activities.

Requirements:

- Excellent organizational skills and ability to work independently.
- Proficiency in Microsoft Office, specifically in Outlook, Word, PowerPoint and Excel required. Database experience helpful.
- Strong oral communication skills necessary to run large and complex committee proceedings.
- Excellent interpersonal and consensus building skills required to work collaboratively and to lead a diverse group of stakeholders (staff, committee members, collaborators, etc.) through decision making
- Sufficient knowledge of endocrinology to discuss content with committee members, faculty and partners.
- Exceptional written skills and proficiency in literature searches and grant development.
- Significant understanding of adult education principals and knowledge of ACCME and AMA requirements for CME.
- Be highly motivated, results-oriented, and able to prioritize team efforts to use limited resources efficiently.
- Understand department operations and to be prepared to step into leadership when necessary.
- Ability to recognize the contributions of all team members, both internal and external, in dealings with members and collaborators
- Appropriate technical skills required for proficiency in the use of computers (word processing, database management, etc.).
- 4 year degree required, preferably in an area of health science or education. Graduate degree preferred.
- 5-7 years of prior managerial experience in medical education, with previous supervisory, project and budget management experience essential. Previous medical association or medical education company experience also strongly desired.
- Occasional travel required.

The Endocrine Society offers a convenient, metro-accessible Chevy Chase location, collegial work environment, competitive salaries, free on-site exercise facility, and excellent benefits including a generous TIAA-CREF retirement plan with 10% employer contribution. Qualified candidates should send resume, cover letter with writing sample and salary requirements to hr@endo-society.org or mail to Human Resources, The Endocrine Society, 8401 Connecticut Ave, Ste 900, Chevy Chase, MD 20815. EOE/AA/M/F/Vet/Disab.