



Manager, Scientific Programs

The Endocrine Society, a rapidly growing membership association with more than 14,000 scientist and physician members, seeks an experienced medical association professional for the position of Manager of Scientific Programs.

Under the general supervision of the Associate Director, Scientific Programs, this individual serves as the primary staff liaison to the Annual Meeting Steering Committee (AMSC), managing AMSC functions and guiding the development of the annual meeting (ENDO) scientific program and all derived products, including the Meeting & Exhibit Guide, Meet-the-Professor book and Session Library. The manager will also serve as the primary staff liaison to the Basic Science Programs Committee (BSPC), guiding members in the identification of opportunities to develop and present targeted basic science meetings, webinars and other activities. In collaboration with the marketing group, the manager promotes all events and services to our members.

Responsibilities:

- Serve as the primary staff liaison to the AMSC, managing committee functions and ensuring efficient and timely development of the ENDO scientific program and associated scientific and educational activities.
- Direct the communication of ENDO scientific content to collaborators, both internal and external, to ensure accurate and effective promotion of ENDO and dissemination of its content to all relevant audiences, including: Marathon and High Wire for abstract publications ; the marketing department for complete and accurate promotion of the program to prospective attendees; the media relations department for accurate and relevant dissemination of ENDO content to the public; and all other contracted vendors used for dissemination of ENDO content to new audiences.
- Serve as the day to day operations manager for the development of the ENDO scientific program, working with support of the ENDO Program Coordinator.

- Serve as the primary staff liaison to the BSPC, guiding members in the identification of opportunities to develop and present targeted basic science meetings, webinars and other activities. Ensure efficient and timely development of these programs and associated derivative products. Collaborate with the marketing department to ensure complete and accurate promotion of the program to prospective attendees.
- Use evaluation data to generate outcomes reports for ENDO and other assigned programs and develop new needs assessments for the Society's annual meeting and other educational activities by performing literature review and integrating member preference data and performance gaps identified in the Society's scientific and educational programs.
- Manage the Society's Visiting Professorship Programs, including: maintenance of appropriate web copy and application forms; development and implementation of annual marketing campaign; acceptance and processing of applications; staffing the review committee; organization of conference calls including solicitations to committee members, sending confirmation notices; scheduling with company and processing invoices; preparation of award notices; preparation of check requests for awards; processing honoraria and travel reimbursements.
- Manage the application process, review and selection of the Delbert A. Fisher Scholar and presentation of the Clark T. Sawin Lecture.

Requirements:

- Association program management and committee liaison experience highly preferred.
- 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 and strong presentation skills necessary to run 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 course content with members.
- Exceptional written skills and proficiency in literature searches and grant development.
- Significant understanding of adult education principles and knowledge of ACCME and AMA requirements for CME.
- Must be highly motivated, results-oriented, and able to prioritize team efforts to use limited resources efficiently.
- Understand 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.

- 4 year degree in an area of life science required. Graduate degree(s) in areas such as medicine, nursing, pharmacy, biology or biochemistry strongly preferred. Significant medical or scientific writing experience necessary. 5 – 7 years of related medical education experience, preferably in an association, required. Previous supervisory experience strongly preferred. Significant knowledge of endocrinology a plus.
- Occasional travel and ability to attend some weekend meetings 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.