



Job Title:	Director, Diversity and Health Equity	Reports to:	Chief Executive Officer
Department/Group:	Executive Office	Date posted:	January 2024
Location:	Chicago, IL or remote	Travel Required:	2-3 times per year
Direct Reports:	None	Position Type:	Full Time
Job Description			
<p>POSITION OVERVIEW:</p> <p>The Director, Diversity and Health Equity is responsible for providing leadership for the AES Diversity, Equity, and Inclusion initiatives, including strategic input to the cross-organizational efforts around health equity, as they relate to the epilepsy professional workforce, equitable patient care, and leadership development and engagement of members, toward the advancement of organization-wide strategic plan goals and Society values.</p> <p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Develops, plans, implements, and evaluates strategic and programmatic activities designed to meet AES diversity, inclusion, and health equity goals related to the epilepsy professional workforce, patient care, and leadership development and engagement of members. • Work collaboratively and serve as a subject matter expert and resource to other AES staff, including Education, Clinical Activities, Research, and Membership, to advance DEI, health equity, and leadership development goals, supporting coordination and alignment of organization-wide efforts to create structures and operating norms to support these goals over time. Engage with staff and committees as needed to assess current practices, suggest strategies and tactics to advance goals, and support program development and implementation. • Serve as staff liaison to the Diversity, Equity, and Inclusion Committee and its work groups. Develop working agendas, supporting materials, reports and program proposals. Assure full engagement of committee and work group members, including supporting the chairs in determining needed expertise and competencies for member volunteers. • Lead assessment and expansion of advanced leadership development program efforts designed to support incoming committee and council leadership, and to identify and facilitate development opportunities for future Society and specialty leaders. • Direct and oversee DEI programming and events at the Annual Meeting and year-round, including but not limited to BRIDGE program activities including the summer internship program, BRIDGE poster session and mentoring events, and programs to be developed to engage undergraduate and high school students. Work closely with other program staff to understand, support and monitor that diversity, inclusion, and health equity objectives are incorporated in other areas as appropriate. • Lead collaboration with Committee and work group leadership and program staff on identification, collection, and analysis of demographic data, KPIs, research, and trends to understand current state and progress against the full range of DEI objectives. This will include but not be limited to diversity in volunteer, faculty, leadership, award, and grant programs; understanding of workforce data and identification of areas to monitor where AES has influence; and data related to health equity and disparities. Collaborate with senior program staff to translate findings to strategic programmatic initiatives. • Develop and maintain outreach and partnerships with medical organizations, advocates, and other diversity-related organizations and coalitions to advance DEI and health equity goals. Identify appropriate opportunities and structuring of formal participation in coalitions in partnership with member leadership to assure mutually beneficial partnerships. Serve as AES staff representative when appropriate. • Develop and monitor the annual budget for areas of responsibility. • Consult with program, member engagement, and marketing teams on branding, communications, and promotions strategies for DEI and health equity initiatives, including website content, newsletter, and social media. • Special projects as assigned. 			



QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelor’s Degree required; advanced degree preferred. Minimum 10 years strategic program/project management experience required. Experience with a healthcare or other association, research organization, or related non-profit preferred. Evidence of current study or expertise in the DEI arena preferred, with consideration to any diversity and inclusion certification. Demonstrated familiarity and experience with diversity, equity and inclusion as it relates to medical and scientific professionals and trainee environments or within similar complex organizational structures. Experience or demonstrated knowledge of disparities and/or social determinants of health impacts in patient care and opportunities for intervention. Experience leading transformational or organizational change.

PREFERRED SKILLS

Ability to apply strategic thinking, proactive and creative problem solving, and translation of strategic priorities to practical programmatic initiatives. Ability to contribute substantively to program development and assessment discussions and develop clear program/project implementation plans and timelines. Ability to navigate within changing environments and interface with all levels of the organization in a collaborative manner. Experience with budget development and management. Able to prioritize and manage multiple assignments, respond quickly and completely to inquiries, manage multiple assignments and deadlines. Strong communication and presentation skills with the ability to convey complex ideas, concepts, and proposals clearly and concisely; able to influence a broad range of internal and external stakeholders. Experience working with and managing volunteers, understanding how to ‘lead from behind’ and work through issues with authority and flexibility. Proficiency in Microsoft Office Suite. Collaborative, solution-oriented approach to work.

AES VISION

The vision of the American Epilepsy Society is to eradicate epilepsy and its consequences.

AES MISSION

The mission of the American Epilepsy Society is to advance research and education for professionals dedicated to the prevention, treatment and cure of epilepsy.

AES VALUES

- We are dedicated to improving the lives of people with epilepsy.
- We embrace innovation and strive for excellence in everything we do.
- We are an inclusive, collegial community, which enriches the experiences of all involved.
- We value collaborating with other organizations that are aligned with our mission to achieve greater results.

Approved By:	Eileen Murray	Date:	January 10, 2024
Last Updated By:	Eileen Murray	Date/Time:	1/10/2023