

## American Epilepsy Society (Chicago)

### Associate Executive Director – Programs

#### Position Overview

The Associate Executive Director is responsible for strategic oversight for a portfolio of content-based products, programs, and services to meet the assessed needs of all professional constituencies of the organization. S/he will be responsible for facilitating and leveraging connections across strategic initiatives, programs and projects in education, research, and clinical activities with the objective of creating strategic synergies and maximizing the impact of programs collectively. Lead strategic decision making for programs to maximize delivery of stakeholder value, generate sustaining revenue, and oversee evaluation of program impact. Work with executive staff and member leadership to build alliances with external organizations to strengthen support for epilepsy research, expand the reach and application of evidence based clinical guidance and education, and amplify AES positions.

#### **Role and Responsibilities**

- As a member of the executive staff team, contribute strategically to the identification and development of opportunities to creatively leverage resources and support the growth of AES as an organization while maintaining focus on the mission of the organization.
- Lead in developing strategic direction for activities to support the epilepsy research and clinical communities and to advance the AES mission, as directed by the AES Board and its Councils. Engage directly or through senior staff with the Research & Training Council, Council on Education and Council on Clinical Activities in developing prioritized annual and long-term initiatives in support of the strategic plan. Assure that prioritized programs are tailored to available resources and meet delivery timelines.
- In addition to a core area of expertise, maintain a working knowledge of current research, issues, trends, and key benchmarks relating to epilepsy clinical education, scientific inquiry, and clinical activities.
- Plan appropriate staffing structures based on strategic goals, budget, and skill sets of current personnel.
- Assure compliance in areas under supervision with all regulatory, accreditation and reporting requirements, applicable standards, and AES policies and procedures.
- Facilitate and leverage connections across clinical and scientific programs in education, research, and clinical activities to maximize value for members, impact of programs, and operational synergies.
- Negotiate and mediate between stakeholders within the AES and external research community to facilitate collaboration, minimization of redundant efforts, and appropriate input to programs.
- Serve as executive liaison to the Council on Research & Training, Council on Education, and Council on Clinical Activities and select related committees and task forces that report to the Councils (examples include the current Basic Science Task Force and the ILAE/AES Joint Translational Task Force). In this role support senior staff with direct liaison roles to related committees, task forces and work groups.
- Serve as staff liaison to selected organizations and agencies as assigned for purposes of building alliances, creatively identifying collaborative opportunities, and leveraging coordinated efforts. Develop and oversee partnerships with these and other external partners as appropriate.
- Direct the research grants process; supervise the grants administration process; oversee development, maintenance and adherence to policies for grants programs.
- Work with department staff to establish metrics of success and outcomes for research, education and clinical programs; evaluate the success of past programmatic and research funding programs by overseeing the identification, collection, and analysis of longitudinal data.

- In collaboration with the advancement team, contribute to the development and implementation of a communications strategy to promote AES programs to raise revenue, promote the value of epilepsy research, improve awareness of AES resources, and participate as needed in donor cultivation, solicitation, and stewardship activities.
- Serve as an expert resource to other AES staff in areas related to the clinical and research community.
- Oversee the development of complete and well-documented annual department budgets. Monitor performance against budget and act to implement course correction as needed. As a member of the executive team participate in refinement of overall organization budget and preparation of any necessary background materials for the Budget & Audit Committee.
- Oversee preparation of thorough reports and well formulated and supportable recommendations from the Councils on Research & Training, Education, and Clinical Activities to the Board.

## **The Organization**

The American Epilepsy Society (AES) is one of the oldest neurological organizations in the country. The mission of AES is to advance research and education for professionals dedicated to the prevention, treatment and cure of epilepsy. The society promotes interdisciplinary communication, scientific investigation and exchange of clinical information about epilepsy. With a membership of 4300, AES represents clinicians, scientists investigating basic and clinical aspects of epilepsy and other professionals interested in epilepsy, seizures and related disorders. Members represent both pediatric and adult aspects of epilepsy. AES is located in downtown Chicago, has a staff of 19 with an operating budget of \$8.0M.

## **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 higher results

AES is an Equal Employment Opportunity employer. Equal Employment Opportunity is a fundamental principle of the American Epilepsy Society, where employment is based upon personal capabilities and qualifications without discrimination based on race, color, sexual orientation, gender identity, religion, sex, age, national origin, military history, disability, genetic information or any other protected status. This policy of Equal Employment Opportunity applies to all policies and procedures relation to recruitment, and hiring, compensation, benefits, termination and all other terms and conditions of employment. The American Epilepsy Society prohibits employee conduct that results in discrimination. Each manager and supervisor is responsible for implementing and supporting this policy. Anyone who violates another's rights in any of these

areas is subject to dismissal. Discrimination is not tolerated in any form by AES and appropriate disciplinary action may be taken against any employee violating this policy.

### Position Qualifications

- Advanced degree in neuroscience, public health, education or related field.
- Minimum 15 years progressive experience in academic institution, government, or healthcare association or similar environment, with experience directing departmental or organizational strategy and overseeing program execution. Healthcare association experience preferred.
- Minimum 10 years staff management and development experience with demonstrated skills in building and growing a team.
- Demonstrated ability to develop strategic objectives, oversee translation to operational plans and direct execution against those plans.
- Successful track record of building consensus and alliances across diverse stakeholders and key opinion leaders.
- Familiarity with continuing professional development standards in medical education and educational and professional development needs of the science and research community.
- Working knowledge of public policy and healthcare reform issues, including the role of quality initiatives and evidence-based medicine, sufficient to supervise and direct subject matter expert staff in these areas.
- Working knowledge of the major areas of medical research including basic/mechanistic, translational, and clinical research in academic and non-academic institutions, including the strengths, weaknesses, and needs of the individual areas.
- Knowledge of federal grant and other funding processes.
- Excellent written and verbal communications skills, including ability to formulate clear, concise, thorough and supportable recommendations.
- Experience developing and managing budgets of at least \$2-million, including both revenue and expense.
- Successful track record of managing teams to deliver multiple projects in a fast-paced, deadline-driven environment.
- Demonstrated mentorship and staff development skills. Highly accountable for own and direct report actions.
- Exceptional interpersonal and conflict management skills at all levels of the organization with demonstrated success at leading through influence. Collaborative, solution-oriented team leader and colleague.
- Travel required.