Senior Program Manager

The American Association for Anatomy (AAA) is a small international membership organization, with 2,200 biomedical researchers and educators specializing in the structural foundation of health and disease. AAA connects gross anatomists, neuroscientists, developmental biologists, physical anthropologists, cell biologists, physical therapists, and others to advance anatomy through research, education, and professional development.

AAA is seeking an experienced program manager to oversee new and existing association member-focused programming, which includes a new stand-alone annual meeting in 2023. Some travel required.

Major Duties and Responsibilities:

Program Management
- Launch and further develop the Anatomy Scholars Program (ASP), a new initiative created by the Diversity, Equity, and Inclusion (DEI) Committee with Board of Directors’ approval; the ASP is focused on supporting and increasing retention of underrepresented minorities in STEM in academia in the US and Canada
- Collaborate with the Diversity, Equity, and Inclusion (DEI) Committee on maintaining the ASP including program evaluation, reporting, and tracking participants
- Serve as the liaison between the DEI Committee and ASP participants
- Manage webinar program including the newly launched *Inspiring Scientific Curiosity and Discovery* series
- Manage Regional Meetings including outreach efforts in collaboration with member organizers

Meetings Management
- Coordinate all meetings and conference calls for the ASP
- In partnership with the Director of Meetings and Education coordinate logistics and committee meetings at the Annual Meeting at Experimental Biology and eventually a new stand-alone meeting to launch in 2023
- Manage sponsorships and exhibits for stand-alone annual meeting
- Oversee participation of guest societies in annual meeting

Committees
- Serve as primary staff liaison to the Diversity, Equity, and Inclusion; Professional Development; and Committee for Early-Career Anatomists Committees
- Oversee and manage committees’ participation in annual meeting programming and activities including the student/postdoc travel and awards competition

Skills and Qualifications:
The ideal candidate will have a welcoming demeanor, be collaborative, intellectually curious, detail-oriented, proactive, diligent, and flexible. Comfortable managing multiple deadlines and projects simultaneous while working in a small-staff environment which is unique. Other key qualifications include:

- 5-7 years of project/program and meetings management experience in an association/nonprofit environment, preferred but not required
- Customer service orientation
- Proficient in Microsoft Office 365 (Outlook, Word, Excel, PowerPoint)
- Experience using association management systems (AMS) such as iMIS Cloud, highly desired
- Self-motivated with ability to work under pressure
- Professionalism in working with volunteers, executive director, and Board members
- Excellent oral and written communication skills including grammar, spelling, and proofreading

Benefits
This is a full-time, exempt position. This position has room for growth, given the organization’s new initiatives. Exceptional benefits including professional development opportunities, 403-B retirement, medical, dental and vision insurance, life insurance, short- and long-term disability, and free parking are offered. AAA is conveniently located in Rockville, Maryland, walking distance to Metro and on major bus lines.

AAA has an established telework policy and while staff is currently working remotely, when the office re-opens on-site work will be required.

For more information and to apply, visit http://www.faseb.org/employment. Please send a cover letter and salary requirements with your resume.

For information on the American Association for Anatomy (AAA), please visit this site: http://www.anatomy.org

AAA is an equal opportunity employer.