



**Position Title:** Manager, Governance and Leadership Programs  
**Department:** Executive Office  
**Reports to:** Executive Director  
**Status:** Full-time (37.5 hours/week), exempt  
**Date:** August 15, 2022

The Association for Molecular Pathology (AMP) was founded in 1995 to provide structure and leadership to the emerging field of molecular diagnostics. AMP's 2,500+ members include individuals from academic and community medical centers, government, and industry; including pathologist and doctoral scientist laboratory directors; basic and translational scientists; technologists; and trainees.

AMP is seeking a Manager, Governance and Leadership Programs. This is an ideal opportunity for someone with experience in project management, volunteer management, and/or organizational development to join a very collegial, fast-paced team environment. The Manager, Governance and Leadership Programs manages and supports multiple and diverse programs in the AMP Executive Office. Reports to the Executive Director.

### **RESPONSIBILITIES:**

- Manages and provides administrative support to the Nominating and Diversity, Equity, and Inclusion (DEI) committees and their subgroups. Responsibilities include but are not limited to:
  - Scheduling and preparing for meetings and conference calls, including preparing Chairs
  - Writing and distributing agendas and meeting minutes
  - Maintaining and organizing relevant committee files
  - Managing projects including deadlines from inception to completion
  - Working with volunteers and other staff to implement projects as assigned.
- Manages annual nominations and elections
- Leads implementation of the DEI Action Plan, coordinates DEI across the organization
- Coordinates the staff DEI Interest Group
- Manages and accomplishes various programs and projects, researching and implementing innovative solutions where beneficial:
  - Leadership strategic objectives, including data design and analysis

- Annual general committee cycle
- General governance and management
- Special executive projects
- Analyzes documents, reports, and contracts
- Writes and communicates reports
- Briefs, prepares and/or generally assists the Executive Director, including calendar
- Other duties as assigned

**SKILLS REQUIRED, in addition to those necessary to accomplish Responsibilities:**

- Excellent conceptual, analytical and project management skills. Ability to manage multiple complex to simple projects (both large scale and small scale) with minimal supervision; meet multiple deadlines in a fast-paced environment
- Ability to work cooperatively and effectively across departments to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- Ability to identify issues and potential impacts of circumstances on a project; recommend and implement solutions
- Highly organized, including excellent time management and decision-making ability
- Flexible and highly adaptable to take on new or change priorities
- Excellent English communication skills, both written and oral
- Strong interpersonal skills; demonstrated ability to establish and maintain positive working relationships with others both internally and externally; and maintain a professional demeanor when under pressure.
- Strong skills in Microsoft Office applications (Outlook, Word, Excel, PowerPoint), Adobe PDF products (pdf); virtual meeting (e.g., Zoom) required;
- Skills/experience with Salesforce and project management software (e.g., Asana) a plus

**EDUCATION AND EXPERIENCE:**

- Associate or bachelor's degree a plus. Extensive relevant experience may substitute
- 4+ years of experience relevant to the position, preferably in an association

**ESSENTIAL FUNCTIONS:**

- Extensive use of a computer.
- Move throughout and between various offices and meeting locations.
- Routinely lift objects less than 10 lbs.; occasionally lift objects up to 25 lbs.
- Work is primarily performed in the AMP office but may be in a meeting venue. Telecommuting up to three days a week after an onboarding / transition period but is not guaranteed.

- Overnight travel to the annual meeting (up to 7 consecutive days) required; possible overnight travel to 1-3 other meetings (up to 3 consecutive days each); occasional local or travel work could include weekends

### **OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **BENEFITS:**

This is a full-time, exempt position. AMP offers competitive salary and excellent benefits, including 403(b) retirement with employer contributions, insurance (medical, dental, vision, life, short- and long-term disability), free parking, and professional development opportunities.

### **LOCATION:**

The AMP office is conveniently located in Rockville, Maryland and is walking distance to Metro and major bus/shuttle lines.

### **TO APPLY:**

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

### **Individuals with disabilities:**

If you need an accommodation to complete the application process, please contact FASEB's Human Resources Department at [resumes@faseb.org](mailto:resumes@faseb.org)

For information on the Association for Molecular Pathology (AMP), please visit: <https://www.amp.org/>

AMP is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.