



American Epilepsy Society Position Profile
Director, Education and Professional Development

<https://www.aesnet.org>

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 the exchange of clinical information about epilepsy. With a membership of 5,600, AES represents clinicians, scientists investigating basic and clinical aspects of epilepsy, and other professionals interested in epilepsy, seizures, and related disorders, as well as industry-employed members and patient advocates. Members represent both pediatric and adult aspects of epilepsy.

AES is located in downtown Chicago, has a staff of 28, and operates with an annual budget of \$10.3M. AES offers a hybrid, flexible work environment—Chicago-based preferred, but remote considered depending on candidate location.

Position Overview

The Director, Education and Professional Development, serves as a strategic leader, shaping the direction of AES's educational portfolio to maximize member value, advance AES's mission, and support the achievement of the organization's strategic plan. This role provides high-level oversight of educational strategy, ensuring alignment with AES's goals, policies, and accreditation standards while leveraging innovation to expand reach, impact, and sustainability. By guiding the integration of CME and non-CME programs across the organization, the Director fosters cross-collaboration that strengthens AES's position as a trusted source of professional development while identifying and implementing opportunities for non-dues revenue growth. The Director plays a key role in maintaining AES's ACCME accreditation with commendation and advising the Council on Education and member planners to ensure delivery of exceptional, high-quality educational experiences that promote lifelong learning, professional excellence, and the financial health of the Society.

Reporting to the Chief Learning and Engagement Officer, the Director will work with the Chief Executive Officer, leadership team and other AES Team members, member Councils and the Board to develop and implement strategies for addressing the practice and professional needs of all members.

Position Responsibilities

Development of Educational Content

- Collaborate with the Council on Education in setting strategic direction for development of all continuing professional development activities of the Society, including CE, non-CE, live meetings, and online/digital products in support of the strategic plan.
- Direct effective and efficient planning, development, implementation and evaluation of educational programs and activities.

- Assure that the needs of all members and constituents are considered (e.g., physician, nurse, other allied health, basic scientists, and full career stage spectrum).
- Partner with the marketing and finance teams to design and implement value propositions and pricing strategies that enhance member retention and drive non-dues revenue growth.

CME (ACCME) Accreditation

- Direct activities to assure compliance with regulatory requirements, AES policies and procedures, accreditation (ACCME) criteria, standards and policies.
- Maintain AES's accreditation with commendation.
- Oversee development and maintenance of all necessary documentation, including policy and procedure manuals, to meet accreditation, funding, and other reporting requirements.

Volunteer Leadership

- Serve as the primary staff liaison to the Council on Education and its committees, ensuring effective collaboration and engagement.
- Collaborate with Council on Education leadership to prepare reports and recommendations for the Board of Directors regarding continuing professional development activities.

Partnership Facilitation

- Develop and fosters a close working relationship with American Board of Psychiatry and Neurology (ABPN) staff leadership and serve as a primary point of contact about ABPN policies and requirements for board subspecialty certification in epilepsy, including criteria to satisfy Maintenance of Certification (MOC).
- Engage with organizational partners where appropriate to further the organization's educational strategy.

Leadership & Management

- Supervise education team staff, providing leadership, mentorship, and performance management.
- Collaborate with the Chief Learning and Engagement Officer and senior leadership to align education strategy with organizational goals.
- Collaborate with other senior team members as part of the annual planning and product development process to assess member needs, program viability, and development of successful business models to support educational and practice support goals.
- Develop and manage budgets and resources effectively to maximize impact.

Position Qualifications

Education & Experience

- Bachelor's degree in education, business, or related field (Master's degree preferred).
- 10+ years of progressive experience in medical education environment, either with healthcare association or medical education provider.
- Experience contributing to departmental and organizational strategy.
- Demonstrated leadership and supervisory experience.
- Excellent communication, relationship-building, and project management skills.
- Creative and strategic thinker.

Core Competencies

- In-depth, expert knowledge of continuing professional development standards in medical education, including ACCME accreditation with commendation requirements.
- Demonstrated understanding of evolving continuing professional development and credentialing requirements for physicians and experience developing programs to meet those requirements, as well as for nursing and allied health. Exposure to educational needs of basic scientists and researchers a plus.
- Applicable knowledge regarding health policy issues, including working knowledge of quality initiatives as they relate to professional development.
- Experience with budget development and monitoring.

Personal Attributes & Leadership Style

- Collaborative and adaptable, with the ability to work across teams and with volunteers.
- Innovative mindset and willingness to experiment with new approaches.
- Exceptional time management, organization, prioritization, and project management skills.
- Ability to work independently, with cross-functional staff teams, and with AES members/volunteers in a hybrid/remote setting.
- Proficiency in collaborative leadership and relationship management.

Technology & Tools

- Strong experience with Microsoft Office suite (notably Excel, Word, Outlook, PowerPoint), project management tools (e.g., Excel, Asana, Trello, or other) and association management systems (or other CSM software / databases).

Travel Expectations

- Travel anticipated at 15% (e.g., Annual Meeting for an extended period, professional conferences, etc.).

Compensation and Location

- \$140,000-\$170,000 annual compensation, plus benefits, including health, dental and vision insurance and eligibility to participate in a 401K retirement plan.
- This is hybrid role in Chicago, IL. Out of state candidates may be eligible for hire depending on the state in which they reside. Applicants must be located and authorized to work in the United States on a full-time basis now and in the future. AES is not able to sponsor candidates requiring work authorization.

Search process: Submit resume with cover letter in confidence to Mary McMahon, marymc.enteract@rcn.com