



Senior Manager, Professional Education – Annual Meeting

*Professional Education & Digital Learning Business Unit
Exempt*

Overview

The American Academy of Otolaryngology-Head and Neck Surgery Foundation (AAO-HNSF) is seeking a high-performing professional to manage the Scientific Education Program for the Annual Meeting, which encompasses a wide range of dynamic learning formats. The AAO-HNSF Annual Meeting is a premier four-day event that unites the otolaryngology community for education, networking, and collaboration. Featuring CME-accredited sessions led by world-renowned faculty, the meeting offers innovative educational opportunities and fosters meaningful discussions.

Required Education & Experience

- **Bachelor's degree** in a related field, or equivalent experience (8+ years) in professional education, continuing medical education (CME), or a nonprofit association environment.
- **Detail-oriented** with exceptional organizational, critical thinking, and communication skills to ensure clear, accurate information and effective collaboration.
- **Ability to manage multiple projects** simultaneously, prioritize tasks, and meet competing deadlines.
- **Proven ability** to work effectively both independently and within a collaborative team environment.
- **Proficiency in event technologies** (experience with Cadmium and iMIS is a plus) and strong computer skills in Microsoft Office Suite (Word, Excel, PowerPoint).
- **Demonstrated excellence in customer service**, problem-solving, and exercising sound judgment in dynamic situations.
- Some travel will be required.

Essential Job Functions

- **Leadership & Volunteer Management:** Provide comprehensive support to the AAO-HNSF Coordinator, Annual Meeting Program Committee (AMPC), and committee members throughout a year-long process, ensuring the successful planning and execution of the scientific education program.
- **Program Development:** Oversee all aspects of the abstract submission process through the AAO-HNSF Call for Science (November through January), AMPC review (February-April), presenter notifications (May), communications leading up to the meeting (June-September), and post-event reporting (post-meeting).
- **Faculty Management:** Manage all speaker correspondence, including invitations, confirmations, requirements, reimbursements, and honoraria, in compliance with ACCME guidelines and AAO-HNSF policies.
- **Communications and Marketing:** Collaborate with the Communications and Marketing teams to ensure timely and accurate dissemination of information for AAO-HNSF's website, e-blasts, *OTO Journal* (Annual Meeting Supplement), and other channels.
- **Grant Submissions:** Manage the submission and administration of industry grant support for educational sessions, coordinate with internal and external stakeholders to meet logistical and post-event reporting requirements.

Please submit your resume, cover letter and salary, expectations through one of the following options:

- **Email:** Attach a Word document or copy and paste your cover letter and resume and send to employment@entnet.org.
- **Mail:** AAO-HNSF, 1650 Diagonal Road, VA 22314-2857 Attention: Human Resources
- **Fax:** 1-703-683-5100



- **Poster Session Management:** Oversee all aspects of the poster session, including presentation coordination, top abstract selection, and on-site poster operations.
- **Meeting Logistics:** Work with the Meetings team to assign session rooms, prepare signage, secure audiovisual equipment, and coordinate audience response tools by assigned deadlines.
- **ACCME Compliance:** Ensure all CME activities related to the Annual Meeting adhere to ACCME and Maintenance of Certification (MOC) requirements.
- **Content Curation:** Maintain speaker management files in proper order to facilitate the Digital Learning team's curation of Annual Meeting Webcasts for the AAO-HNSF learning management system.
- **Information Technology Integration:** Collaborate with the IT team to ensure seamless integration of web-based technologies.
- **Education Program Evaluations:** Manage all components of program evaluations and generate reports.

Other Job Functions

- Maintain shared documents within the department.
- May participate on internal teams, either through formal assignment, or on an ad hoc basis.
- Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either orally or in writing.
- Maintain a reporting relationship with the Senior Director, Professional Education & Digital Learning with each assignment.

Reporting Structure:

The *Senior Manager, Professional Education – Annual Meeting* reports to the *Senior Director, Professional Education & Digital Learning*.

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