

**American Board of Emergency Medicine**  
Job Description

Position Title	Department	Reports to
Director, Foundation Affairs	Organizational Services	Executive Director, Professional & Clinical Affairs
Employment Status and Location	FLSA Status	Effective Date
Part-Time (.4FTE) and Remote eligible	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	August 2024

**POSITION SUMMARY**

This position will provide leadership for the ABEM Foundation and the Dr. Leon L. Haley Jr. Bridge to the Future of Emergency Medicine Academy. The Director will work with the ABEM Foundation Board of Directors and ABEM Executive Leadership to set the direction, goals, and initiatives for the foundation's thought leadership and philanthropic efforts that will align with the strategic framework of ABEM. The Director will advance the foundation's mission and maximize its impact. Develops the program for the annual Haley Academy in collaboration with ABEM Directors and the Medical Affairs Administrator. This role supports the Executive Director, Professional and Clinical Affairs (EDPCA) by developing and facilitating full-scale project plans and coordinating cross-functional collaboration for these initiatives within the EM community and beyond.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions include, but are not limited to the following:

1. Develops and implements strategies and tactics that actualize the Foundation's mission and vision. Leads the creation of programs and initiatives that address key social issues and drive measurable impact.
2. Identifies innovative and future issues impacting emergency medicine certification, assessment, and other related areas working with the Boards of Directors of the Foundation and ABEM. Designs forums and summits that convene key stakeholders to advance these topics and issues. Develops partnerships and collaborations that advance these opportunities.
3. Leads fundraising efforts for the Foundation, including corporate partnerships, grants, and donor relations by cultivating relationships with external stakeholders, including community leaders and philanthropic organizations. Prepares applications and proposals for funding that supports ABEM strategic initiatives and priorities.
4. Leads the annual Dr. Leon L. Haley Jr Bridge to the Future of Emergency Medicine Academy, including facilitating on-site Academy participation, schedule development, development of students' capstone project, and longitudinal mentorship.
5. Serves as a representative and liaison to external stakeholders. Provides clinical and specialty-related expertise and staff support for the Foundation and the Haley Academy, including developing written materials and attending in-person and virtual meetings, work groups, or summits.
6. Supports the development of position papers and provides leadership to issues of public

policy and governmental regulations related to the Foundation or the Haley Academy.

7. Develops mechanisms to monitor and report on progress and success on the goals and initiatives for both the Foundation and Haley Academy.

8. Performs any other related duties as required or assigned.

#### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- M.D. or D.O. required. Current ABEM certification required.
- Strong background in program development, receiving grants and financial support for programs, and corporate social responsibility required.
- Experience working with physicians and/or medical students who identify as historically minoritized and/or who are from historically disinvested communities required.
- Experience with writing grants and submitting applications and/or proposals for external funding.
- Proficient in Microsoft Word, Excel, PowerPoint, and Outlook required.
- Familiar with the American Board of Emergency Medicine projects, services, and activities.
- Strong interpersonal skills and the ability to communicate, collaborate and build effective relationships at all levels within the organization as well as with diverse individuals and outside agencies.
- Strong oral and written communication skills and the ability to present complex information in a concise, understandable format.
- Strong problem solving, analytical and critical thinking skills and the ability to exercise sound judgment and make decisions based on accurate and timely analysis.
- Must maintain a high level of professionalism and confidentiality about sensitive matters and all organizational information.
- Strategic thinker.
- Self-directed, organized, and the ability to manage multiple priorities with strong attention to detail.
- Ability to effectively negotiate, coordinate, and communicate with individuals.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and compliance and regulation requirements.
- Knowledge of organizational policies and practices that ensure accountability and transparency in an organization's relationship with its stakeholders.
- Ability to travel up to 10 percent of the time. Required to be on-site, in-person at the ABEM

office, for two weeks every June.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this position, the employee is regularly required to talk or listen. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, sit, and reach with hands and arms. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is typically low to moderate.

\*This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.