



THE ROCHESTER ACADEMY OF MEDICINE

ROCHESTER ACADEMY OF MEDICINE POSITION DESCRIPTION

POSITION TITLE:	CME & Programs Director	DEPARTMENT:	Administration
POSITION CODE:	0002 – Exempt	LOCATION:	1441 East Ave.
REPORTS TO:	RAoM Executive Director		
RAoM MISSION/VISION/VALUES:	Mission: The Rochester Academy of Medicine advances learning, encourages service, and initiates collaboration in the communities we serve. Vision: The Rochester Academy of Medicine will lead in fostering solutions that bring better health to our communities. Values: Collaboration, Integrity, Leadership, Diversity		
POSITION SUMMARY:	The CME & Programs Director is responsible for the overall success of the continuing education program and for generating and successfully managing all program and events for the Academy. Additionally, the Director is also responsible for the successful recruiting, retaining and celebration of all Academy volunteers that support the committee work undertaken at the Academy.		
PREPARED BY: Ambrosi	DATE: 2/2/21	APPROVED BY:	DATE:



ESSENTIAL POSITION RESPONSIBILITIES/FUNCTIONS

Continuing Education

- Ensure compliance with MSSNY and ACCME regarding CME accreditation for the Academy.
- Manage all reporting requirements.
- Provide learners with certificates of attendance of Single Live activities.
- Provide learners with transcripts (summaries) of all accredited activities upon request.
- Support joint providers for both RSS and Single Live CME activities.
- Lead the development and implementation of needed CE activities for the community.
- Support the CE committee to ensure the CE program remains relevant and viable.
- Meet all established revenue targets for CE.

Programs & Events

- Lead and/or manage the programs and events conducted at the Academy or in the community.
- Manage calendar of events.
- Work with the relevant Academy committees to develop and implement new programs and events to be run at the Academy both virtually and in-person.
- Meet all established program and event revenue targets.

Committee/Volunteer/Interns

- Recruit volunteers, based on needs of the Academy, to serve on Academy Committees.
- Retain volunteers through effectively ensuring the work is meaningful and purposeful.
- Celebrate volunteers electronically and, in person, when appropriate.
- Recruit and manage Academy interns from local teaching institutions based on need.

Other

- Actively participate in the Executive and Continuing Education committees.
- Prepare the monthly consent agenda (including minutes) and actively participate in monthly Board meetings.
- All other duties as directed by the ED or BoT President.



QUALIFICATIONS & POSITION REQUIREMENTS

REQUIREMENT	MINIMUM QUALIFICATIONS	PREFERRED/SPECIALIZED QUALIFICATIONS
Education	<ul style="list-style-type: none"> ▪ Bachelor’s degree 	Master’s preferred (Equivalent education and experience may be substituted for the education, certification, and experience requirements.)
Experience	<ul style="list-style-type: none"> • Mission-driven, reliable, strategic, and operational thinker, self-directed and practical. • Experience in reporting to accrediting bodies • Track record of meeting revenue targets in a non-profit setting. • 3 – 5 years of project management experience. • Strong marketing and public relations experience. • Demonstrated program and event generation ability for a nonprofit organization. • Strong social media expertise. • Current driver’s license and use of personal vehicle to attend meetings and errands. 	<ul style="list-style-type: none"> • Competence with Microsoft and Macintosh Computers, Office 365, Hearing Loops, QuickBooks Online, Buffer, Wild Apricot and Canva preferred.
Other	<ul style="list-style-type: none"> ▪ Possess strong organizational skills. ▪ Possess strong communication skills. ▪ Possess strong time-management skills. 	
Required Notice Upon Resignation	<input type="checkbox"/> 14 days <input checked="" type="checkbox"/> 30 <input type="checkbox"/> 120 days <input type="checkbox"/> Per Contract	