

Job Title: Associate Director, Professional Education

Department: Patient and Professional Programs

Status: Full Time, Exempt

The Lymphoma Research Foundation (LRF) is the nation's largest non-profit organization devoted exclusively to funding innovative lymphoma research and providing people with lymphoma and healthcare professionals with up-to-date information about this type of cancer. The Foundation's mission is to eradicate lymphoma and serve those touched by this disease. To date, LRF has funded more than \$62 million in lymphoma research.

The Foundation seeks an Associate Director of Professional Education who will oversee LRF's professional education portfolio. This includes managing the organization's signature continuing medical education program, *Lymphoma Rounds*; (Due to the COVID-19 pandemic, these programs are currently hosted virtually) developing new online continuing education programs; and coordinating the publication of case studies in an academic medical journal.

Lymphoma Rounds provides a forum for local practicing physicians from academic and community medical centers to meet on a regular basis and address issues specific to the diagnosis and treatment of their lymphoma patients. Physicians network, share best practices and learn the latest information on new therapies and advances in the management of lymphoma through interactive case studies presented by lymphoma experts in the local area.

This position will report to the Senior Director of Programs and Strategy and is based in New York City.

Position Responsibilities

- Oversee LRF's professional programs from inception to execution, including providing opening remarks and information about the Foundation and relevant initiatives
- Attend professional programs, manage onsite registration, and liaise with program participants
- Manage speaking faculty to collect PowerPoint presentations, required documentation and coordinate other speaker-related logistics
- Manage and collaborate closely with the Lymphoma Rounds Steering Committees to determine the program schedule, recruit speakers and develop strategies to increase the program's overall success and impact
- Manage the professional education budget; oversee the reconciliation and application of independent medical education grants and local and national sponsorships
- Work closely with commercial supporters to ensure continued program funding and adherence to partnership agreements
- Collaborate with continuing education bodies to provide necessary information for all CME/CEU activities
- Manage the partnership between LRF and an academic medical journal; coordinate the publication of select case studies from the Foundation's live professional programs
- Develop online continuing education programs and other initiatives to expand LRF's professional education portfolio
- Identify new ways to leverage professional education programming to increase LRF's reach and visibility
- Supervise Program Manager staff; provide guidance and support
- Represent LRF at local and national hematology/oncology meetings
- Coordinate individual projects and assist with administrative tasks as needed

Travel Requirements

- Ability to work nights and weekends is required. Professional education programs are held during the evening in eight cities across the United States. During the COVID-19 pandemic these programs are currently hosted virtually.
- When programs resume as in-person events, all travel is domestic. Travel to LRF programs and other work-related meetings as needed (approximately 35 percent of the time)

Candidate Requirements

- At least 7 to 10 years of program planning and/or administrative experience, ideally in a nonprofit or philanthropy setting.
- Experience and/or demonstrated knowledge of health industry is preferred.
- Passion for the LRF mission and an ability to communicate this passion to others.
- Knowledge of education program planning, organizational structure, budgeting, administrative operations, and fundraising.
- Experience working with and managing multiple groups and stakeholders
- Detail oriented and able to work in a fast-paced growing environment.
- Excellent written and oral communication skills.
- Exceptional organizational skills, and the ability to multitask and adhere to tight deadlines are essential.
- Highly motivated with ability to work within a small team and take on tasks as assigned.
- Proficient use of Microsoft Office is required; working knowledge of Raiser's Edge, Blackbaud/Luminate Online and Adobe Creative suite is preferred.
- Bachelor's Degree required.

Apply

- Please e-mail resume and cover letter with salary requirements to Sarah Quinlan at squinlan@lymphoma.org and put "Associate Director, Professional Education" in the subject line. Please note that all applicants invited to participate in the interview process will also be required to complete an application.