

INTERNATIONAL PROGRAM MANAGER

POSITION SUMMARY:

The International Projects Manager supports ABIM international activities through business, communications and policy development, facilitation and support of events and meetings, and other high-level projects. The International Program Manager reports to the SVP/CMO and operates with considerable independence using sound judgment and initiative

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provides support to the SVP/CMO and other ABIM staff in problem solving, business and policy development, and project planning and management for all international activities.
- Supports organizational planning effort through development and management of inquiries and proposals for new international collaborations, projects and products.
- Provides support to the SVP/CMO and ABIM for all activities related to international collaborations with the American Board of Medical Specialties and the Accreditation Council for Graduate Medical Education.
- Maintains a strong understanding of organizational administrative processes and procedures.
- Serves as point-of-contact for medical societies and other organizations regarding potential new international collaborations.
- Manages special projects or tasks, as assigned.
- Researches information requests and prepares and summarizes data and information.
- Up to 15% travel time required (domestic and international combined)
- Drafts, designs, proofreads, and/or edits agendas, minutes, surveys, meeting materials, charts, PowerPoint presentations, and other documents, as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent business management and business development skills
- Demonstrated understanding of fiscal aspect of business development activities;
- Ability to work with finance to aid in development of financial models supporting business prospects
- Excellent organizational and project management skills.
- Excellent communications and writing skills (including editing and proofreading).
- Excellent interpersonal skills and cultural sensitivity; ability to establish and maintain working relationships with international clients and collaborators
- Extremely careful attention to detail, schedules, and deadlines.
- Ability to anticipate and devise creative solutions to problems.
- Ability to work independently and exercise sound judgment and business sense.
- Software knowledge: proficiency required in MS Word, Excel and PowerPoint; proficiency desirable in Microsoft Access and Project.
- Ability to compile, research, and analyze data on projects and programs.
- Ability to access and synthesize information through web searches.
- Willing to travel internationally as indicated.

TRAINING AND EXPERIENCE:

Self-starter with a Master's Degree required in business, international business, finance or applicable field, with at least five years of experience in business management, business development and/or program development. Must possess sound international business development experience; medical projects/products familiarity preferred.

If you are interested in this opening please forward your resume to resumehr@abim.org or contact Donna Campbell/Chris Brod in the Human Resources Office!