

**SPECIAL PROJECTS MANAGER**

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**POSITION SUMMARY:**

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

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Provides support to the SVP/CMO, the Director of Academic Affairs and other ABIM staff in problem solving, policy development, and project planning and management.
- Provides support to the SVP/CMO for all activities related to the American Board of Medical Specialties.
- Maintains a strong understanding of organizational administrative processes and procedures.
- Supports organizational planning effort through development and management of inquiries and proposals for new areas of specialization.
- Serves as point-of-contact for medical societies and other organizations regarding new areas of training and specialization.
- Manages special projects or tasks, as assigned.
- Researches information requests and prepares and summarizes data and information.
- Drafts, designs, proofreads, and/or edits agendas, minutes, surveys, meeting materials, charts, PowerPoint presentations, and other documents, as needed.
- Represents SVP/CMO and Academic Affairs on various ad hoc staff committees and task forces as indicated.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Excellent analytic and conceptual skills.
- Excellent communications and writing skills (including editing and proofreading).
- Excellent organizational, project management, and planning skills.
- Excellent interpersonal skills; ability to establish and maintain working relationships with all levels of staff, Directors as warranted, and the general public.
- Extremely careful attention to detail, schedules, and deadlines.
- Ability to anticipate and devise creative solutions to problems.
- Ability to work independently.
- Software knowledge: full proficiency required in MS Word, Excel, PowerPoint, and basic HTML; proficiency desirable in Microsoft Access and Project.
- Ability to compile, research, and analyze data.
- Ability to access and synthesize information through literature searches.

**TRAINING AND EXPERIENCE:**

Bachelor's degree required, with at least five years of experience in project management and/or program development. Self-starter with a strong writing background a must; medical background desirable.

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