

Job title	<i>Associate Director, Governance & Special Projects</i>
Reports to	<i>Chief Operating Officer</i>
Salary Range	<i>\$85,000 - \$95,000</i>

Job purpose

As a leader within ASHG, this position helps to shape and implement new programs and strategic initiatives. This position also works closely with multiple volunteer leaders and staff to support the Society's governance, Board of Directors and administrative operations. This is a highly collaborative position, working across all departments and functional areas to achieve ASHG's goals.

Duties and responsibilities

- Governance
 - Manage the administration of Society governance activities including, but not limited to, Board of Directors nominations, committee nominations, Board elections, professional awards, Trainee Research Excellence Awards, and Resource Limited Awards.
 - Design and implement Committee & Board Leadership Development activities including the annual Board of Directors Orientation and Board Governance Session in consultation with the CEO.
 - Serve as primary staff liaison to the Nominating and Awards Committees.
 - Assist the CEO with the development of Board and committee agendas and materials, working collaboratively with staff to set, prepare, and execute agendas, meetings, materials, minutes, and other governance activities.
 - Serve as main contact with key external stakeholders, including the Board of Directors, Executive Committee, and past presidents alongside the CEO.
 - Develop and sustain productive working relationships with key volunteer leaders and staff.
- Special Projects
 - Work with the staff team to design a system to promote, track, execute and measure success of ASHG's strategic plan including committee deliverables to include use of Salesforce Nonprofit Cloud's program and outcomes management modules.
 - Work with CEO, COO and other staff on emerging organizational priorities to address and resolve key strategic issues. Work with staff teams to utilize member and customer data and insights to design and implement new programs.
 - Work with the Senior Director of Innovation and Strategic Initiatives to support and expand existing strategic partnerships and initiatives including, for example, identifying and tracking opportunities for funding, drafting and submitting proposals, and coordinating Industry Roundtable and other partner benefits and activities.
 - Support development of ASHG's international strategy to include, for example, collaborations with international societies and programming for international members.
 - Provide support for other duties as assigned.
- Administration
 - Supervise one staff member, who is responsible for scheduling, administrative, and logistical support to the CEO and COO.
 - Provide counsel and guidance to the CEO and COO.
 - Provide high-level support in reviewing contracts and other materials and helps summarize key points for CEO review.
 - Working with COO, manages outsourced HR function as well as annual insurance renewals.
 - Oversees ethics and reporting system for staff and volunteers.
 - Oversees mandatory HR staff training provided through KnowB4. Coordinates with IT department on needed training such as cybersecurity, data security, etc.

Qualifications

- Bachelor's degree in Business, Management, Communications, or related area
- 7-9 years of professional experience, including governance management, Board support, drafting correspondence, project management, etc. Experience in membership societies/non-profit environments is essential
- Demonstrated ability to effectively engage and build strong relationships with VIPs, key stakeholders, and communicate external partners with tact, diplomacy, and professionalism.
- Exceptional program design and development skills
- See the "big picture" while attending to details
- Create and sustain momentum in a fast-paced environment
- Demonstrated skills in researching, synthesizing and applying operational best practices to an evolving organization
- Exhibits proactivity, strong project management skills, and sound judgment.
- Excellent verbal and written communication skills including grammar, spelling, and proofreading.
- Self-motivated and flexible, able to handle multiple projects simultaneously, with judgment and confidence to seek input or clarification when needed.
- Strong analytical, communication and coordination skills.
- Positive attitude with a willingness to accept varied assignments.
- Discretion and professionalism in assisting executive director and Board members with ASHG interactions.
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).
- Supervisory experience a plus.
- CAE or other related certifications a plus.

Working Conditions

- 37.5 hours/week, full-time exempt.
- Occasional evening or weekend meetings or events, and travel 1-2x/year, including to Annual Meeting each Fall.
- This position requires sitting (90%), standing (5%), and walking (5%). It requires computer work involving extensive use of keyboard, mouse, and monitor; and occasionally requires lifting materials of ~20 lbs

About ASHG

ASHG is a dynamic professional community of human genetics researchers, clinicians and other specialists who work at the leading edge of discovery, generating new genetic knowledge and translating it rapidly to improve human health and well-being. A non-profit founded in 1948, ASHG has nearly 8,000 members worldwide; hosts as many as 9,000 attendees annually at the world's largest genetics and genomics meeting; publishes one of the field's most respected journals; and undertakes a growing array of public outreach, education, policy and advocacy programs throughout the year. ASHG is a dynamic and healthy organization with 31 staff, an annual budget of nearly \$8 million, and prudent reserves.

ASHG offices are located in Rockville, MD near the North Bethesda Metro in office space with free parking, onsite fitness facility, and dining options. We offer a work environment with a great mission, collegial team, and professional trust and respect.

ASHG has adopted a flexible work environment that enables the employee to work with their supervisor regarding remote work and in-person activity. To achieve the needed functions of some positions, ASHG reserves the right to require in-person weekly office hours in ASHG's Rockville office. **This position will need to be willing and able to work in-person occasionally.**

This position allows for a remote work environment, with access and travel to ASHG's headquarters building located in Rockville, MD, as wanted and necessary.