American Liver Foundation

National Manager, Professional Education and Outreach (Full-Time)

National Office

The American Liver Foundation (ALF) is the nation's leading non-profit organization dedicated to liver health and disease prevention. ALF promotes education, advocacy, support services and research for the prevention, treatment and cure of liver disease.

**PRIMARY FUNCTION/PURPOSE:**

Responsible for leading and developing a range of programs and initiatives associated with physician engagement and education, including continuing medical education programs.

Responsible for managing the expansion of the ALF’s Viral Hepatitis and NAFLD/NASH Screening Initiatives across the country.

Recognizing that collaboration with the development department is of utmost importance to ensure ALF’s success, assist in identifying potential fundraising relationships while working closely with development colleagues.

This position reports to the National Director, Program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Serve as a contributing member of ALF’s National Leadership Team.
2. Effectively represent ALF, its mission and values, to all stakeholders including the general public.
3. Develop partnerships with primary care physicians, allied health professionals, and community health centers across the country.
4. Lead the development, implementation, expansion and evaluation of ALF’s professional education initiatives.
5. Manage Continuing Medical Education Programming.
6. Develop and lead ALF’s Health Screening Initiatives across the country in collaboration with ALF partners.
7. Respond in a timely manner to all inquiries.
8. Attend relevant trainings to strengthen and expand program.
9. Share fundraising prospect information with national development staff.
10. Actively participate in learning opportunities for professional growth and self-improvement.
11. Prepare periodic progress reports as assigned.
12. Attend ALF meetings, programs and events when requested to do so.
13. All other duties as required.

**SUPERVISION:**

No direct reports at this time.

**POSITION REQUIREMENTS:**

Bachelor’s Degree or equivalent in education, training and experience.

Bilingual ability desired (Spanish).

**Experience/Skills/Knowledge:**

- 8+ years of experience in non-profit and/or health education.
- Knowledge of health issues, public health and liver disease.
- Knowledge in CME education.
- Experience implementing and/or managing professional education initiatives.
- Ability and willingness to learn complex medical information.
- Experience in executing health screening initiatives.
- Experience maintaining relationships with health professionals.
- Ability to work in collaboration with multiple departments to achieve organizational objectives and success; team player.
- Ability to launch and manage projects to completion.
- Ability to manage crisis situations and exercise sound judgment.
- Excellent interpersonal skills.
- Excellent oral and written communication skills.
- Strong organizational skills with great attention to detail and quality of work product.
- Excellent computer skills including MS Word, Excel, Access, PowerPoint; knowledge and experience with donor database.

**Work Environment:**

Must be willing to work a flexible schedule including some nights and weekends. Expected travel 10-20%. Must be able to lift up to 25 pounds.

**EEO**

The American Liver Foundation (ALF) is committed to involving every segment of the community in every aspect of its work and takes all necessary steps to demonstrate its commitment to and accountability for an inclusive environment in which differences are recognized, respected, valued and celebrated.