



POSITION PROFILE

Chief Learning Officer

Purpose and Description

The role of the Chief Learning Officer (CLO) is to bring innovative leadership for the identification, development and evaluation of learning-based education and products by using instructional design techniques and leveraging technologies for e-learning. The CLO will collaborate with member leaders to lead the development of educational products and services that meet the needs of the Society's members, practitioners treating patients with endocrine disorders and patients who are managing endocrine conditions. This includes oversight of educational content development, budget development, site solicitation and selection, contract negotiations, vendor selection & management, committee activities, faculty communications and overall logistics for all meetings and related products. The CLO will be a key member of the executive team and provide guidance and leadership to develop education resources to expand our global education programs and impact.

Essential Tasks and Responsibilities

- Key driver of professional advancement of the field to develop and execute an educational strategy for blended learning environments to incorporate new trends in delivery and learning methods to support a diverse member audience globally.

- Oversee and manage the diverse activities of the Education, Programs and Meetings Department to include: the annual meeting (ENDO), Clinical Endocrinology Update (CEU), Continuing Medical Education Symposia (CMES), patient resources through the Hormone Health Network (HHN).
- As part of the senior leadership team, continually provides input and feedback to further implement educational products and services for members by enhancing existing programs and developing new products that further the educational mission of the Society.
- Create innovative instructional design for educational/scientific content development for all programs and activities including needs assessment, activity design and evaluation.
- Oversee all operations for ENDO, CEU and CMES including development and management of the scientific & educational program, logistical requirements and onsite management and vendor identification, contracting and management.
- Oversee the grant development process for industry support of annual meetings, CMES and HHN activities as well as professional development activities.
- Oversee the Society's compliance with the Accreditation Council for Continuing Medical Education (ACCME) requirements including submission of annual reports and the preparation of the periodic re-accreditation survey.

- Oversee the process for identification of future meeting sites and for educational and governance meetings and activities. Oversee the negotiation and execution of all contracts for meeting facilities.

Other Duties

- Oversee the coordination of budget preparation for all department activities to ensure accuracy and timely submission. Responsible for budget compliance and control within established parameters.
- Oversee the identification, selection and contracting of vendors and consultants.
- Serve as primary liaison to the Scientific and Educational Programs Core Committee and secondary liaison to education sub-committees and planning groups, Hormone Health Network Committee and the Clinical Guidelines Subcommittee.

Competencies

Judgment

Incorporates prior experience, stakeholder needs and learning, balances facts, priorities constraints and alternatives, deals with ambiguity; cuts through distractions and discerns critical information. Anticipates the emotional need and reaction of others. Most solutions and suggestions turn out to be correct or accurate. Is sought out by others for advice and solutions.

Vision and Strategic Thinking

Supporting, promoting, and ensuring alignment with the organizations vision and values. Understanding of how the organization must change considering internal and external trends and influences. Can express the vision in a way that resonates with others demonstrated by words and actions. Influences others to translate words into actions.

Problem Solving

Provides sound inquiry and analysis to make recommendations and decisions. Demonstrates the ability to identify problems, synthesize, evaluate, and make appropriate decisions and/or recommendations for level of job. Demonstrates the ability to weigh

pros/cons and cost benefit of decisions. Uses sound judgment in decision-making. Exercises timeliness in making decisions. Takes appropriate actions to correct ineffective decisions.

Team Leadership

Ability to effectively manage and guide group efforts. Includes providing appropriate level of feedback concerning group progress. Collaborates and partners within and beyond ones' team and builds proactive relationships. Recognizes and rewards people for their achievements. Acknowledges and thanks people for their contributions. Expresses pride in the group and encourages people to feel good about their accomplishments. Is sought out by others for advice and solutions.

Self-Leadership

The ability to function effectively when under pressure and maintain control in the face of hostility. Demonstrates ethics and integrity. Displays and communicates drive and purpose, demonstrates self-control in pressure situations. Increases capacity to learn and increase self-awareness.

Results Management

Establishes a course of action to achieve results. Anticipates and adjusts for problems and roadblocks. Effectively communicates roadblocks/challenges to staff and peers. Focuses on what matters and readily owns decisions, effectively prioritizes and meets deadlines, collaborates with others to get task or project completed.

Change Management

Ability to plan and implement change initiatives. Ability to support innovation and creativity by encouraging staff to accept and resolve challenges. Demonstrates flexibility to meet constantly changing and sometimes opposing demands.

In addition to job-specific competencies, we strive to ensure that every interaction embodies the spirit of the Endocrine Society Core Competencies: Communication, Service, Collaboration, Results-Oriented and Innovation, in service of our members and colleagues. These competencies serve as a foundation for our work and outline a vision for our efforts, both internally and externally. Please reference the attached Core Competency document for a detailed overview.

Education/Experience/Skills

- Bachelor's Degree. Minimum of 10 years' experience leading, developing, delivering and evaluating educational programs and services in association industry.
- Extensive experience in medical education or public health; knowledge of ACCME requirements.
- Knowledge of principles and practices of meeting/convention planning, business administration and management.
- At least 10 years' management experience, with a track record of coaching/mentoring and developing team members.
- A strong track record of effectively promoting and supporting thought leaders and member leaders.

About the Endocrine Society

The Endocrine Society, the world's preeminent global organization focused on serving professionals engaged in hormone research and the clinical practice of endocrinology, seeks a dynamic and

progressive Chief Learning Officer (CLO) to join our team. We are in our second century of operations and are first and foremost the professional association for clinical practitioners, researchers and scientists working in the field of endocrinology. Our Society journals consistently rank in the Top 100 of biomedical journals and our meetings and special events reach new levels each year. The Chief Learning Officer will innovatively enhance and build on these strengths to expand the knowledge and learning of the field to expand our global reach and leverage our content strategy to current and new stakeholders.

Headquarters

The Endocrine Society

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Washington, DC 20036

Web Presence

www.endocrine.org

This search is being conducted by:

The Endocrine Society has retained Vetted Solutions to serve as its partner for this search. For confidential consideration, please contact the search partners below. Interested candidates should submit a cover letter and resume/CV directly to Vetted Solutions.



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Vetted Solutions is an executive search firm specializing in association, nonprofit, and hospitality/destination marketing community, recruiting and consulting. We focus on CEO and senior staff positions.

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