

Director, Accreditation Services

Join the industry leader in children's healthcare to oversee regulatory/certification requirements and direct policies and procedures related to all accreditation, requirements, and quality standards impacting the continuing medical education/continuing professional development (CME/CPD) program at the American Academy of Pediatrics (AAP). Direct the joint providership submission process; manage the annual AAP Education Award process and staff the Committee on Continuing Medical Education (COCME) AAP Education Award Subcommittee; develop and implement activities that enhance the AAP CME program; and oversee the AAP credit application process and the annual CME/CPD Award.

Qualifications include:

- Bachelor's degree in business, education, communication, or other relevant discipline required. Master's degree in adult education or related discipline preferred.
- At least six years' related experience managing accreditation systems for CME or adult continuing education programs required, preferably in a non-profit or professional association environment.
- Experience with ACCME Accreditation Criteria and Standards for Commercial Support and AMA PRA standards and policies and supervising staff or serving as a team lead required.
- Experience with professional practice gap identification, needs assessment, evaluation and outcomes measurement, educational design, faculty development, and educational research are essential.
- Excellent leadership, diplomacy, critical thinking, interpersonal, problem solving, written/verbal communication, and organizational skills required.
- Must pay close attention to detail and be able to take initiative, manage multiple projects simultaneously, manage a heavy workload, work both independently and as part of a team, collaborate effectively with various internal and external constituents, and promote and maintain a positive and cooperative team-oriented work environment with a commitment to fostering a culture where everyone feels valued and respected.
- Strong technical acumen essential with proficiency in MS Office and the ability to learn and apply new technologies. Experience with databases, web maintenance software (e.g., SharePoint), ADAMS, and Adobe Pro strongly preferred.
- Some travel and evening/weekend work required, along with the need for flexibility in arranging work schedule to accommodate physicians' availability.

To learn more about the organization, see the full job description, and apply for the position, please visit <https://www.aap.org/employment>.

Why work for the AAP?

- Flexible hours and a focus on work/life balance.

- State-of-the-art building equipped with standing desks, treadmill desks, cycle desks, on-site fitness center, and on-site exercise classes.
- An on-site cafeteria with food costs that are subsidized by AAP.
- Strong focus on mental health and wellness.
- Tuition reimbursement.
- Competitive PTO and sick leave.
- Excellent parental benefits, including adoption assistance.
- A full list of benefits can be found [here](#).

Hybrid work environment of 40% of work time in the Itasca, IL office per month.

The AAP offers an excellent work environment, competitive salary, and a comprehensive benefits package. As a reaffirmation to our employee-focused culture, since 2005 the AAP has been named one of the 101 Best and Brightest Companies to Work for in the Chicagoland area. Additionally, we are an Equal Opportunity Employer of Minorities, Females, Individuals with Disabilities, and Veterans that values the strength diversity brings to our workplace.

Reasonable Accommodation: Individuals with a disability in need of reasonable accommodation regarding the job application process may call 630-626-6297. Please note, only those inquiries concerning a request for reasonable accommodation will receive a response.

A reasonable estimate of the current base pay range for this position is \$118,915.00 - \$125,521.50. Compensation decisions take into account a wide range of factors, including but not limited to relevant experience, skills, certifications, geographic location, business needs, and organizational policies. In addition to those factors, we believe in the importance of pay equity and consider internal equity of our current team members as a part of any final offer. Hiring at the maximum of the range would not be typical. We also offer a comprehensive benefits package which includes healthcare and retirement savings plans. Click to see all benefits offered: <https://downloads.aap.org/DOHRAS/BenefitsAtAAP.pdf>. The AAP does not use artificial intelligence (AI) to make employment decisions.