

Coordinator, Association Governance Operations

Who we are:

The Alliance for Academic Internal Medicine (AAIM) is seeking a **Coordinator, Association Governance Operations** reporting to the Executive Office Administrator.

When you join the AAIM team you are offered a competitive salary and generous benefit package. Part of the package includes AAIM paying the full premium cost for employee coverage under the health and dental plans. Coverage begins the first of the month following hire date. Other benefits include vision, life insurance, disability insurance, EAP, 403(b) retirement plan with a 7% contribution after one year of service, generous leave policy, identity theft insurance, access to professional development funds, and more!

AAIM, a professional membership association, promotes the advancement and professional development of its members who prepare the next generation of internal medicine physicians and leaders through education, research, engagement, and collaboration. Representing over 14,000 members, AAIM is the largest association of faculty and administrative staff serving in departments of medicine. Located in the Old Town section of Alexandria, AAIM is convenient to the Blue and Yellow Metro lines. To learn more about our organization, please visit www.im.org.

What this job is about:

The Coordinator, Association Governance Operations provides support for the management and execution of the governance volunteer functions of the Alliance, which includes the AAIM Board of Directors, the AAIM Executive Committee, Founding Member Councils, and other volunteer groups as necessary. This individual will support efforts to communicate with elected and appointed governance volunteers as well as the membership at large in relation to governance efforts. They will also support staff on issues related to governance and committee administration.

Responsibilities:

- Assists with the coordination of all aspects of governance including meeting agenda preparation, background material presentation, and minutes.
- Supports facilitation of 360-degree communication between staff and councils, council to council, committees to councils, and councils to the board.
- Supports effective committee operations by managing committee structure and rosters; assists with defining committee charges and terms, filling chair positions, garnering appropriate review and approvals, and populating committees; assists with annual calls for committee volunteers; maintains volunteer waiting lists.
- Supports maintenance of bylaws, guiding principles, policies, and procedures as needed.
- Supports new leader orientation efforts, including scheduling, content coordination and management, and online community management.
- Assists with annual call for nominations and elections for open positions on councils, including managing nomination review at council level, collecting candidate materials, working with staff to build election ballots, supporting web pages, and marketing emails for elections.
- Supports document updating and uploading to online communities for board, councils, and committees.

- Works with the marketing and communications team to develop and disseminate regular, consistent electronic (e.g., email, website, social media, etc.) updates about governance-related issues with councils and stakeholders.
- Reviews, codes, and tracks leadership expense reimbursement requests.
- Orders leadership plaques and gifts.
- Ensures projects are completed on time and within budget, develops project timelines and tasks, and identifies skills and financial resources required to complete tasks.
- Contributes to the development and sound fiscal management of the department budget; monitors the budgetary impact of the day-to-day operations on the department; prepares budget reports; ensures that invoices are coded accurately; and confers with department management as necessary to ensure that department funds for equipment, resources, travel, programs, committees, revenue, and expenses are used responsibly and effectively.
- Identifies and implements ongoing process improvement strategies to maximize efficiency and improve quality outcomes.
- Tracks volunteer leader participation in AAIM membership database.
- Able to travel to attend meetings as requested.
- Perform other duties as necessary.

Requirements:

- Bachelor's degree and 4 years of experience supporting multiple nonprofit governance entities (e.g. board, council) or committees simultaneously. Nonprofit or association experience is required.
- Excellent interpersonal and communication skills which lead to effective communication and follow through when working with volunteer leaders and coordinating materials for agendas, calls, and meetings.
- Strong oral and written communication skills. Solid skills in communicating verbally and in writing, providing original content and using accurate grammar, tact, and diplomacy.
- Employs tact and diplomacy in all situations when interacting with volunteer leaders, director level staff, and external partners (e.g., partner organizations, vendors, etc.)
- Solid problem solving, analytical, and critical decision-making skills.
- Outstanding interpersonal skills, diplomacy, and discretion regarding confidentiality and politically sensitive information.
- Excellent organizational skills and attention to detail.
- Solid skills working with limited supervision and managing multiple priorities. Exhibits a high level of reliability when working independently.
- Suggests and implements solutions collaboratively in a politically sensitive, highly visible work environment.
- Adheres to employer policies and guidelines. Ability to apply policies and guidelines, and lead by example by following them.
- Solid skills working independently and collaboratively as a team member and exhibiting sensitivity and professionalism when dealing with a wide array of internal and external customers.
- Demonstrates a high level of proficiency/knowledge with Microsoft Office suite of applications.
- Ability to travel (5%-10%) to attend meetings.
- Excellent customer service skills.

Beneficial Skills and Experience:

- Experience serving as a key staff liaison to boards and volunteer committees.
- Experience working for a professional membership organization.

Supervisory Responsibility and Key Relationships:

- Includes significant contact with board, council, committees and members through email, telephone, and onsite meetings for purposes of operations and coordination.

What you will get out of it:

- Insight into the discipline of academic internal medicine.
- Develop your project management, communication, and budgeting skills.
- Work with committed and dedicated professional staff and volunteers in a collaborative and high performing environment.
- Professional development opportunities to grow your career.
- Comprehensive benefits package including medical, dental, vision, life insurance, disability insurance, EAP, 403(b) retirement plan with a 7% contribution after one year of service, generous leave policy, access to professional development funds, and more!

How to apply: Send a resume, cover letter, and salary requirements to jobs@im.org.

Note: AAIM staff are currently working a hybrid schedule (Tuesdays and Wednesdays in the Alexandria-based office, with three days working remotely), but plan to transition to flexible scheduling based on team needs in a soon-to-be-renovated office space. Both hybrid and remote opportunities are available, with remote work considered within the Washington Metropolitan Statistical area.