



**Position Title:** Chief Program Officer

**Reports to:** Executive Officer

**Status:** Full-time; Exempt

**Location:** Rockville, Maryland/Hybrid (This is not a remote position)

**Date:** November 12<sup>th</sup>, 2024

**Salary Range:** \$180,000 - \$210,000/year

**Primary Function:** In this newly created role, the Chief Program Office (CPO) will play a key role in shaping ASPET's strategic direction and programmatic initiatives, reporting directly to and working closely with the Executive Officer (EO). The CPO will help ASPET deliver on its mission by ensuring that the programmatic work is carried out in a manner consistent with ASPET's values and goals. As a member of ASPET's leadership team, they will lead a team of multiple departments to direct projects and initiatives in alignment with ASPET's Strategic Plan and Organizational Goals. Areas of responsibility include membership, meetings, marketing, communications, awards, IDEA, education, and information technology. The CPO will oversee an initial team of four direct reports, along with other key consultants.

**About ASPET:** The American Society for Pharmacology and Experimental Therapeutics (ASPET) is a 4,000-member scientific society whose members conduct basic and clinical pharmacological research and work for academia, government, large pharmaceutical companies, small biotech companies, and nonprofit organizations. Our members' research efforts help develop new medicines and therapeutic agents to fight existing and emerging diseases.

#### **Essential Duties and Responsibilities:**

The essential functions include, but are not limited to the following:

- **Strategic Leadership and Governance:** Collaborate with the EO as part of the Senior Staff and the leadership team to support ASPET development and implementation of strategic plans, foster sound governance culture, and drive business model innovation. Provide senior level support and strategic guidance to Council and internal committees in areas of responsibility.

- **Program Development and Innovation:** Provide executive leadership and direction for the design, development, and execution of growth initiatives for membership and the annual meeting. Establish evaluation processes to measure the impact and effectiveness of programs to guide decision-making.
- **Resource Management and Generation:** Collaborate with EO and the Chief Financial Officer to set and meet budgeted expense and revenue goals in areas of responsibility.
- **Team Management:** Provide leadership, guidance, mentorship, and performance management to a team of professionals, fostering a culture of trust, collaboration, accountability and growth. Serve as a key deputy to EO in cross-organizational efforts.
- **Communications:** Support ASPET communication and marketing about programs in areas of responsibility and across the entire society. Raise awareness of ASPET's work and impact, as well as awareness of the importance of pharmacology.
- **Information Technology:** Assess and support technology infrastructure for the implementation of ASPET strategies and for optimal member experience.

#### **Minimum Qualifications (Knowledge, Skills, and Abilities)**

- Bachelor's degree required. CAE preferred.
- Minimum 15 years' progressively responsible experience in program management positions, including at least 3 years in senior/executive roles.
- Track record of program innovation, strategy, and implementation. Experience with working with multiple teams to guide strong internal collaboration. Experience in professional associations preferred.
- Demonstrated senior leadership and team-building skills, including second-level management responsibility. Ability to motivate, delegate, and work cross-departmentally with senior peers. Collaborative and receptive orientation; open to feedback.
- Strategic thinker with the ability to translate vision into actionable plans and outcomes.
- Advanced skills and sound judgment in addressing sensitive topics and organizational needs; outstanding interpersonal skills to engage effectively and collaborate with diverse stakeholders.
- Current engagement with and knowledge of emerging trends in association management and best practices in program management and evaluation.

#### **Benefits:**

This position offers a competitive salary with exceptional benefits that include a 403(b)-retirement plan; paid time off; medical, dental and vision insurance plans; flexible spending account; life and short- and long-term disability insurance.

**Location:**

This position is located in Rockville, Maryland and is in walking distance to the Twinbrook Metro and on major bus lines. ASPET currently operates on a flexible work schedule with options for teleworking; some in-office time is required.

**Physical Requirements:**

This position is located in an office setting. It requires prolonged periods of sitting. Candidates need to occasionally move about inside the office to access file cabinets, office machinery, etc.

**To Apply:**

For more information and to apply, visit <http://www.faseb.org/employment>. Please send a cover letter with salary requirements and resume. To learn more about ASPET, please visit [www.aspet.org](http://www.aspet.org). If an accommodation is needed to complete the application process, please contact FASEB's Human Resources Department at [resumes@faseb.org](mailto:resumes@faseb.org).

ASPET is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.