



## **Global Alliance for Medical Education**

122 West 26<sup>th</sup> Street Suite 1100

New York, NY 10001

[www.gamecme.org](http://www.gamecme.org)

### **Job description: Executive Director for GAME**

#### **About GAME**

The Global Alliance for Medical Education (GAME) was founded in 1995 as not for profit member organization.

#### **GAME Vision**

GAME is the global leader in facilitating best practices and collaboration in lifelong learning translation into improved healthcare.

#### **GAME Mission**

GAME achieves its vision by:

- Engaging global leaders of all stakeholder groups that benefit from lifelong learning in healthcare
- Providing opportunities and resources to share evidence-based best practice translation
- Addressing barriers and developing solutions for collaboration in lifelong learning
- Following our core values of inclusivity, credibility, integrity and transparency

During the past year, GAME activities have increased. To continue healthy growth as well as implement strategic goals, GAME is searching for an Executive Director to work with the Game President and the Executive Committee (Exec) under the direction of the GAME Board of Directors (BoD) on a twelve-month consultancy basis. Contracts may be renewed annually.

#### **Role description:**

Overall management of the organization is lead by the President and the BoD. The Executive Director will support the President and the BoD by executing tasks that align to enhancing organizational performance and revenue growth.

Responsibilities include but are not limited to:

- Initiating the annual strategic planning process with President and Exec that is driven by the BoD. This includes providing support to committees to establish annual goals and objectives.
- Managing the GAME calendar for all events and activities.
- Managing the organization's digital infrastructure including document retention and management.
- Work with treasurer on budget management, forecasting, and budget reconciliation.
- Responsible for management of fundraising efforts such as:
  - Grant development
  - Grant submissions and other related grant reporting
  - New opportunities that support revenue growth that are approved by the BoD



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- Managing the implementation of updated bylaws and the development of standard operating procedures (SOPs) for the organization.
- Organize BoD meetings, Exec meetings, and Annual Membership meeting(s).
- Continuous analysis of the organization to ensure adequate resources are in place to implement GAME projects on time and on budget.
- Managing outside vendor relationships including items such as marketing, social media, website development, email communication (e.g. e-blasts).

### **Core Competencies:**

- Advanced degree in science or education or related discipline is required.
- Experience in a leadership position for a not-for-profit organization is highly desired.
- Minimum 10 years' experience in medical education, CME, and CPD on a US and International level is required.
- Experience leading cross-functional, international, and/or multifunctional project management teams.
- Demonstrated leadership skills.
- Highly innovative with the ability to drive complex projects on an international level.
- Extensive experience with the following: budgets, digital projects, and resource management skills
- Able to work remotely using collaborative tools and within multiple time zones.

Executive Director will report to the GAME President. This is a twelve-month contract position. There are no benefits.

Work hours per week: 16 – 20

Monthly remuneration: \$4,250 US

Contact: [jobs.gamecme@gmail.com](mailto:jobs.gamecme@gmail.com)