

About the Society for Vascular Surgery

The Society for Vascular Surgery advances the care and knowledge of vascular disease, which affects the veins and arteries of the body, to improve lives everywhere. It counts more than 6,400 medical professionals worldwide as members, including surgeons, physicians and nurses. For more information about vascular health and the society, please visit www.vascular.org.

The Society for Vascular Surgery is an Equal Opportunity Employer.

Date posted: 2/24/2025

Manager, Governance & Executive Office

Summary

The Manager of Governance and Executive Office plays a pivotal role in supporting the Society for Vascular Surgery's (SVS) executive leadership and governance functions. This position ensures the effective operation of the Executive Board, Strategic Board, and governance committees while facilitating executive initiatives and enhancing governance processes across the organization.

What you own

Governance Leadership & Executive Support

- Act as a trusted advisor to the Executive Director and Deputy Executive Director, providing strategic support on governance-related initiatives.
- Serve as the primary liaison for board members, executive committees, and external stakeholders, fostering strong relationships and ensuring seamless communication.
- Lead the coordination and execution of governance activities, including board meetings, strategic planning sessions, and executive committee actions.
- Manage the preparation and distribution of governance materials, ensuring clarity, accuracy, and compliance with organizational policies.

Project and Process Management

- Drive governance-related projects from inception to completion, ensuring alignment with SVS's strategic objectives.
- Oversee the nominations process, board appointments, and orientation for new board members, ensuring a smooth onboarding experience.
- Monitor and enhance governance compliance, including maintaining bylaws, policies, and documentation to reflect best practices.
- Lead the Staff Liaison program in collaboration with human resources.

Operational Oversight

- Ensure accurate maintenance of governance data within the association management software and related platforms.
- Provide oversight for budget preparation and financial reporting for executive and governance activities.
- Support the execution of governance-related events during the annual meeting, including board meetings, and special events.

What you bring to the job

- Bachelor's Degree from an accredited university or equivalent experience is essential.
- Minimum of 5 years of experience supporting executive offices and governing boards, preferably in a medical society.
- Proven expertise in project management and organizational governance best practices.
- Strong interpersonal skills focusing on confidentiality, professionalism, and collaborative leadership.
- Strong organization and customer service skills are essential.

Job Posting

- High level of proficiency in Microsoft Office and governance-related software platforms.

Your commitment

- **Respect:** We choose to do the right thing; for our members, for our colleagues, and for ourselves. Sharing our collective differences, talents, life experiences and self-expressions is encouraged. Treating others how they wish to be treated and receiving the same in return creates an environment where trust lives, confidence grows, and great things happen.
- **Innovation:** We have the courage to find new ways to provide value to our members, constituents, and colleagues. We challenge the status quo, consider new ideas, and are never complacent with success. We embrace a continuous learning environment and prepare for an environment of change to ensure we remain relevant.
- **Collaboration & Teamwork:** We are intentional in our ability to consider different points of view and to work effectively with others to support a shared purpose. We address conflict directly and constructively and help to manage/resolve it in a way that strengthens overall team cohesiveness and future effectiveness.
- **Excellence:** Our members rely on us to provide the resources and support they need to deliver the highest level of care to their patients. We are grateful for their trust and are dedicated to delivering excellence by meeting or exceeding expectations. We set a high bar and don't rest on our accomplishments but build on them to be the best.

Physical Requirements & Environment

Typical home office setting with routine sitting and occasional standing. Routine use of basic office equipment and computer. Occasional lifting required to move and store office supplies. Minimal travel to attend conferences and in-person meetings. Occasional evening and/or weekend work may be required based on business needs. Routine telecommuting is allowed; however, commuting distance to the Rosemont office is essential.

Our commitment

SVS offers a comprehensive and competitive recognition and reward program. We believe in professional staff development. We know that our investment in employee growth provides even greater potential for them to contribute to our organization, each other, and the community at large. Pay Scale: \$60,000 – 70,000 based on qualifications and experience. Benefits include but are not limited to medical, dental, vision, short/long-term disability, life insurance, paid time off, 401(k).

To Apply:

Please submit your resume to HRResumes@vascularsociety.org. We will continue to accept applications until the position is filled.