

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.

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Education and Professional Development Manager

SVS seeks a highly motivated, well-organized self-starter for the position of Education and Professional Development Manager. Through working with member volunteers, the Manager leads the development and execution of quality educational programming across a variety of formats including but not limited to, in-person meetings/courses, virtual meetings, webinars, blended learning, self-assessment products, hands-on surgical skills workshops, and enduring educational activities. This position plays a key role in managing and delivering a growing education portfolio and expanding our reach to vascular surgeons at every stage of their careers and their vascular care team.

What you'll own

- With supervision by the Director in the department, works with various stakeholders to develop, execute, and help market new and existing education activities in all formats.
- Works collaboratively with other committees, sections, and staff to develop educational programming to support vascular surgeons from diverse backgrounds.
- Demonstrates expertise and engages team members in the full integration of adult learning principles and compliance with ACCME accreditation requirements and standards. Responsible for maintaining accreditation documentation and requirements for education activities.
- Develops project plans, budgets, and manages the development of education activities by working with other departments, faculty, and outside vendors.
- Provide logistical and administrative support for the SVS annual meeting and assigned sessions/programs.
- Works with volunteer groups in the development of SVS hands-on surgical skills workshops. Coordinates efforts with Industry relations to support the in-kind equipment needed for these workshops.
- Routinely evaluates the effectiveness and content accuracy of educational activities. Provides recommendations to the Director for future enhancements, design improvements, and technology interface changes.
- Serves as the staff liaison for assigned education-related committees and work groups, internal staff teams, and external stakeholders.
- Successfully utilizes all technologies that are used to deliver SVS's educational activities. Utilizes various formats of education to ensure content is engaging and interactive. Recommends new technologies or new ways to use current technologies to deliver education to optimize the members' learning experience.
- Train and mentor the Education Coordinator on technologies and platforms used to deliver educational programs, ensuring effective and efficient program execution.
- Oversee the customer service and user feedback processes for assigned activities and identify areas for improvement based on customer feedback.

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- Support the Director of the department with implementation of new projects initiatives.
- Perform other duties as assigned.

What you'll bring to the job

- Proactive, team-centered, organized, detail-oriented, self-motivated and be able to set, manage and meet priorities under quickly changing conditions.
- 5 to 7 years' experience with a healthcare related association.
- Bachelor's degree in education, communications, or liberal arts degree is preferred.
- Strong interpersonal/communication skills.
- Proficient in Microsoft Office Word, Excel, Outlook, SharePoint and Internet applications
- Proficient in project management; preferred experience working with Smartsheets, Asana or similar project management tools.
- Ability to work independently on projects and meet deadlines consistently.
- Experience in developing continuing medical education and knowledge of ACCME requirements.
- Experience with learning management system (LMS) platforms (EthosCE), webinar platforms, and abstract submission systems (Cadmium CD), self-assessment platforms (Hypix) preferred.
- Experience working with volunteers and volunteer-management in the creation of content preferred.
- Experience working on hands-on surgical skills workshops preferred.

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 office setting with routine sitting and occasional standing. Routine use of basic office equipment and computer. Occasional local and out-of-town travel is required to support courses, meetings, and workshops. Occasional evening and/or weekend work may be required based on business needs. This is a remote position.

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

Job Posting

at large. Target hiring range: \$72,000 – \$90,000, 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), recognition and team building, and an annual discretionary bonus opportunity.

To Apply:

Please submit your resume to HRResumes@vascularsociety.org. We will continue to accept applications until the position is filled. Candidates must have valid U.S. work authorization at the time of application; visa sponsorship is not available for this role.