



American Board of Medical Specialties

Higher standards. Better care.®

American Board of Medical Specialties
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The American Board of Medical Specialties (ABMS) is seeking a full-time **Program Manager, Certification Standards and Programs**.

The Program Manager provides program management for the Certification Standards and Programs (CSP) Department. The role directly supports certification-related committees, organization-wide projects, and ad hoc workgroups. An ability to synthesize complex topics is an essential component of this role as the Manager leads the analysis, collation, and dissemination of materials required to move CSP initiatives forward. This is a full-time exempt position that can be virtual reporting to the Director of Certification Standards and Programs.

Established in 1933, ABMS is responsible for the creation of standards overseeing physician certification in the United States. Dedicated to improving the quality of care to the patients, families and communities they serve, the [24 ABMS Member Boards](#) develop educational and professional standards and programs of assessment to certify physicians and medical specialists. More than 997,000 physicians and medical specialists are certified by one or more of the ABMS Member Boards in one or more of 38 specialties and 89 subspecialties. For more information about ABMS, [visit abms.org](http://www.abms.org).

About the Certification Standards and Programs Department: CSP supports the ABMS mission by increasing the value of Member Board certification programs by supporting initiatives, collaborating with internal and external partners, and fostering innovative learning communities that enhances the quality of certification programs and, ultimately, patient care.

Position Responsibilities

Committee Management – 40%

- Manage and support assigned ABMS Board of Directors committees, departmental workgroups, and ad hoc workgroups
- Support the operational processes for Member Board volunteers serving on the Committees and workgroups
- Co-lead the design, implementation, management, and evaluation of a comprehensive review process for Member Board certification programs and associated requests for change. Incorporate tenets of quality improvement to ensure continuous quality improvement
- Develop and disseminate supporting resources (i.e. reports, recommendations, lessons learned, etc.) for Member Boards, internal stakeholders, and external stakeholders
- Partner with other Program Managers in Certification Standards and Programs to support collaboration and information sharing across committees, assess risks and opportunities, and leverage shared expertise to strengthen relationships with Member Boards

Data/Documentation Management – 20%

- Serve as lead project manager in the collection, design, support, and management of Member Board' programmatic data and reports assuring quality data (e.g., information requests, survey development, analysis, storage, maintenance, reporting)
- Co-manage tools and collaboration platforms that house process documents and Member Board data
- Manage tracking of key performance indicators for CSP Committees team

Project Management – 30%

- Serve as lead project manager for all assigned committees, internal/external work groups and ad hoc work groups
- Ensure projects are delivered on time and within scope
- Integrate departmental improvement framework into projects
- Provide excellent service to internal and external customers via timely and effective communication, problem solving, and resourceful solutions
- Conduct, or assist with, special projects as requested

Relationship Management – 10%

- Support the CSP Concierge Service by serving as the primary point of contact for assigned Member Boards; establishing a good relationship with assigned Member Boards through efficient and effective customer service and solidifying the connection between ABMS and the Member Board
- Collaborate with internal ABMS departments and external stakeholders to support CSP Committees, projects, and ABMS-wide goals

Skills and Attributes

- Self-starter with excellent project management skills and reliable follow-through
- Ability to take initiative and lead projects with minimal supervision
- Highly detail-oriented with a keen eye for accuracy and precision and a proven track record of precisely executing tasks in a timely manner
- Strong interpersonal and communication skills – both written and verbal
- Proven ability to synthesize complex topics to provide guidance, context, and analysis for internal and external stakeholders
- Ability to prepare business reports, letters and documentation
- Able to work independently, prioritize workload, manage multiple projects, and meet deadlines
- Knowledge of medical organizations and interest in health care
- Experience working in distributed (virtual) teams

Experience

- 3 years of experience in project management and/or program management **(required)**
- Experience in the non-profit/association sector is preferred
- 3 years of experience in data collection, management, analysis, and reporting **(required)**
- Knowledge of association operations; including Governance processes preferred
- Experience working with physicians/physician volunteers/medical executives preferred
- Excellent skills in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, Teams) and Adobe Acrobat **(required)**

Education

- Bachelor's degree **(required)**

Salary, Work Hours, and Benefits

ABMS is offering a starting salary between \$72,000 and \$81,000 per year based on relevant experience. ABMS offers a comprehensive benefit package including three Blue Cross Blue Shield medical plan options; Flexible Medical and Dependent Care Spending Accounts; Health Savings Accounts; dental and vision plans; a retirement plan with a three percent "safe harbor" employer contribution; a discretionary annual bonus; and generous paid vacation and leave programs.

Hours: 37.5 hours per week, M- F, 8:30 am – 5:00 pm

Travel up to 5%: Travel to conferences and meetings would be required periodically.

Closing Date: Resume review and interviews will continue until the position is filled.

How to Apply

Send your resume to Daniel Hoppe, Director, Human Resources.

Apply at [Program Manager](#).

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities. Duties, responsibilities, and activities may change or be added at any time with or without notice.

All qualified applicants will receive consideration for employment without regard to race, age, color, religion, sex, gender identity, sexual orientation, national origin, protected veteran status, disability status, genetic information, or any other protected status.