



**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 for Culture and Engagement**.

The **Program Manager for Culture and Engagement** plays a critical role in advancing organizational priorities in culture, engagement, and staff belonging by leading and supporting initiatives and partnerships. This position supports the Chief People and Culture Officer in providing strategic direction to committees, staff engagement programs, and external collaborations that align with the organization's mission and values. The Program Manager is responsible for assisting with the design and implementation of equity and inclusion focused initiatives, developing guiding principles, curating evidence-based best practices, and driving staff learning and professional development opportunities. The role requires exceptional leadership, research, collaborative, and communication skills, with the ability to influence organizational culture and engage diverse stakeholders. Reporting to the Chief People and Culture Officer, this exempt position calls for a mission-driven approach, significant program management experience, and a collaborative mindset.

This position plays a critical role in advancing ABMS' diversity, equity, and inclusion priorities while shaping organizational culture and staff belonging. As a strategic leader, the Program Manager oversees key committees, staff engagement initiatives, and external partnerships, ensuring that programs are evidence-based, impactful, and aligned with the organization's mission. The role requires a high level of discretion, as it involves managing sensitive information, advising senior leadership, and influencing cross-departmental initiatives. Success in this position depends on strong leadership, strategic thinking, advanced communication skills, and the ability to manage multiple complex projects simultaneously. The Program Manager contributes meaningfully to fostering an inclusive, collaborative environment and is essential to the successful design, implementation, and evaluation of programs that drive measurable organizational impact.

Established in 1933, the American Board of Medical Specialties (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 one million 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).

Position Responsibilities

Strategic Leadership in Equity & Inclusion Initiatives

- Coordinate the launch and convening of the Culture, Engagement, and Impact (CEI) Committee and the EquiNet Member Board group.
- Develop meeting agendas, synthesize recommendations, and support next steps for advancing equity and inclusion priorities.
- Collaborate to identify and set strategic priorities, and design, implement, and evaluate programming and initiatives.
- Build and maintain an ongoing, evidence-based inventory of equity and inclusion best practices, strategies, and research to guide organizational and STEM discipline related efforts.
- Identify and develop metrics to evaluate impact and promising practices.

Advancing Staff Belonging & Organizational Culture

- Design and implement tools, resources, and initiatives to strengthen staff belonging and foundational diversity, equity, and inclusion knowledge.
- Co-develop and disseminate equity and inclusion guiding principles to align organizational practice and values.
- Partner with internal stakeholders to enhance staff learning, professional development, wellness, and engagement opportunities.
- Lead and expand organizational learning forums such as the DEI Book Club and Speaker Series.
- In partnership with communications, develop content for the launch of a new internal communications newsletter.
- Assist with staff listening sessions and other data collection, as needed.

External Engagement & Partnerships

- Drive efforts to expand external partnerships that advance the organization's mission and strengthen impact.
- Apply community engagement principles to foster meaningful relationships with new stakeholders and support staff capacity in community-engaged practices.

Experience

- Minimum 5 years of progressively responsible experience advancing diversity, equity, and inclusion within health, medicine, STEMM more broadly, or related sectors.
- Documented experience convening and facilitating committees, coalitions, or multi-stakeholder groups.
- Experience designing and delivering training, learning, and professional development activities.
- Experience with community engagement practices.

Training & Skills

- Demonstrated expertise in DEI frameworks, research, programming, and organizational change initiatives.
- Strong understanding of health equity, health disparities, social determinants of health, and related research.
- Demonstrated ability to lead strategic initiatives from conception to implementation with measurable impact.
- Strong collaboration skills with the ability to influence and build consensus across diverse stakeholders.
- Expertise in developing metrics, surveys, program evaluation, and qualitative data collection.
- Exceptional research, writing, communication, and presentation skills tailored for executive and broad audiences.

Competencies

- Strong organizational and time management skills with the ability to manage multiple priorities and meet deadlines.
- Excellent verbal and written communication skills.
- Professional demeanor and strong interpersonal skills with a customer service mindset.
- Ability to work independently and collaboratively in a remote team environment.
- Adaptability to change priorities and a proactive approach to problem-solving.
- Strong research and documentation abilities.
- Technological proficiency with Microsoft Office 365 (Word, Excel, Outlook, PowerPoint) and Concur.

Education

- Minimum Bachelor's degree required (Desired Major: Social Sciences, Public Health, Health Sciences, Education, or a related field)
- Master's degree – Preferred

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: 15-25% travel required, to ABMS headquarters for staff events and other meetings, ABMS annual meeting, and other relevant meetings/events.

This position is scheduled to begin in the first quarter of 2026.

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

How to Apply

Send your cover letter and resume to Daniel Hoppe, Director, Human Resources.

Apply at: [Program Manager for Culture and Engagement](#).

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.