



## **JOB DESCRIPTION**

**Date:** 5.6.2025

**Position:** Online Professional Development Manager

**Reports to:** Professional Development Director

**Location:** 100% remote

### **Who we are:**

AUTM is the non-profit leader in efforts to educate, promote and inspire technology transfer professionals to support the development of academic research that changes the world and drives innovation forward. Our community is comprised of more than 3,000 members who work in more than 800 universities, research centers, hospitals, businesses, and government organizations around the globe.

We are looking for an Online Professional Development Manager with a can-do attitude and willingness to go the extra mile. The ideal candidate will take ownership of his/her position and continuously strive for improvement. If you thrive in a fast-paced, ever-changing environment, and enjoy working with an exceptional team of professionals in a growing organization, this is the position for you. Our team is collegial and is making a significant contribution to the organization and to the profession of technology transfer. Our association members are a group of amazing professionals, who care immensely about their work, and our mission is to help them advance in their careers. We are confident you will enjoy your teammates and the volunteers we work with to create our fantastic educational and networking opportunities.

### **Position overview:**

This position is a member of AUTM's Professional Development (PD) Team, a high-functioning group responsible for overseeing the delivery of programs that enhance members' skills, knowledge, and professional growth. The PD Team collaborates with AUTM Leadership and key stakeholders to identify development needs and create initiatives that align with organizational goals. Team responsibilities include organizing and delivering educational sessions, measuring program effectiveness, and fostering a culture of continuous learning. Key programs include the Annual Meeting, Regional Meetings, in-person training courses, live webinar programs, and asynchronous online training programs.

### **What you will do:**

- Maintain the annual AUTM Webinar annual hosting schedule.
- Perform the database event build for webinar events.
- Perform the Zoom event build and hosting for all webinar events.
- Create webinar evaluations.

- Main point of contact for webinar events.
- Speaker management, gather bios/headshots etc.
- Prepare event webpage information and ensure timely web posting.
- Prepare and deliver connection information to event attendees.
- Manage recordings in the Learning Management System and unique web portal pages.
- Manage recordings on WorkerBee platform.
- Manage old data in LMS, website CMS & WorkerBee.
- Manage All Access Pass portal build.
- Manage All Access Pass on-demand course build.
- ATTP annual webinar certification for RTTP credits.
- Monitor LMS usage and prepare reports.
- Identify underperforming content.
- Identify content to be removed or refreshed. Identify content needs.
- Host live online programs.
- Host recording sessions.
- Format recordings.
- Format PowerPoints.
- Format Learning materials.
- Provide support to AUTM committees as needed.
- Provide onsite support at the Annual Meeting.
- Provide on-site in-person event facilitation as needed.
- Fulfill other duties as assigned.

**Are you someone who has:**

- Excellent customer service skills, time management skills, and attention to detail.
- Ability to collaborate with colleagues at all levels. (See AUTM values below)
- Ability to support others and work as part of a team.
- A demonstrated passion for education development.
- High energy, positive and professional attitude.
- A strong work ethic.

**Your qualifications should include:**

- Bachelor's degree preferred.
- Association experience preferred.
- CAE Certification a plus
- Five years' experience in managing program content for member educational trainings and meetings
- Five years' experience working with volunteer committee activities.
- Five years' experience managing a Learning Management System (LMS), or related experience using information systems to manage work, measure quality, or generate reporting and controls required.
- Experience hosting and/or providing technical support for webinars.

- Strong interpersonal skills, ability to interact with staff and membership with a high level of diplomacy and effectiveness.
- Innovative thinker with the ability to translate strategic thinking into actionable plans and results.
- Strong project management skills, ability to multi-task with strong attention to detail, and ability to meet deadlines.
- Proficient in Microsoft Office Suite, PowerPoint and Excel, Google suite and experience working with association management software, iMIS preferred.
- Experience working with video editing software preferred.
- Proven ability to evaluate, identify gaps, and implement new programs. Excellent verbal and written communication skills.
- Ability to travel is required.
- Ability to lift boxes up to 50 pounds while onsite.
- Ability to work evenings and weekends when necessary and be able to be on your feet for 12+ hours onsite as needed.
- The ability to work successfully in a remote environment required; employees are expected to be at work during regular daytime business hours.

#### **Salary range:**

\$65-70k annually.

#### **Benefits offerings:**

- 100% remote work with paid internet and cell phone service.
- Medical, dental, vision, short-term, and long-term disability with zero premiums for employees (non-dependents).
- Life insurance coverage up to \$250,000 with zero premiums.
- 401k traditional and ROTH with matching and immediate 100% vesting.
- Paid-time-off includes 4 weeks' vacation and 10 days sick time.

#### **How to Apply:**

Please submit your resume to this job board or to [resume@autm.net](mailto:resume@autm.net)

#### **AUTM Core Values:**

- **DO THE RIGHT THING, ALWAYS.** Demonstrate an unwavering commitment to doing the right thing in every action you take, and, in every decision, you make, especially when no one's looking. If you make a mistake, own up to it, apologize, and make it right.
- **DELIVER RESULTS THROUGH LEGENDARY SERVICE.** While effort is important, people expect results, and how you get there also matters. Follow up on everything and take responsibility to ensure that tasks get completed. Make every interaction stand out for its helpfulness internally and externally. Be ridiculously helpful.

- **TAKE OWNERSHIP.** Take personal responsibility for making things happen. It's never someone else's job or someone else's fault. Be resourceful and show initiative. If you see it, own it, and make sure it gets done. Don't make excuses, be coachable and open to feedback.
- **TREASURE AND PROTECT OUR REPUTATION.** We're all responsible for, and benefit from, our association's image and reputation. Consider how your actions affect our collective reputation and be a proud ambassador for the organization.
- **HAVE A BIAS FOR ACTION.** Work with a sense of urgency and accuracy to get things done. Avoid analysis paralysis. Gather the relevant facts and evaluate your options thoroughly, then get moving. If new information becomes available, don't be afraid to make a new decision and change course when it's appropriate.
- **THINK "TEAM FIRST" AND BE COLLABORATIVE.** Don't let your ego or personal agenda get in the way of doing what's best for the team. Be there for each other and be willing to help when that's what's required for success. Share information and work together. Collaboration generates better ideas than working alone. Be inclusive.