

## POSITION DESCRIPTION

**JOB TITLE:** Governance and Administrative Manager  
**DEPARTMENT:** Administration  
**FLSA STATUS:** Exempt  
**REPORTS TO:** Chief Operations Officer (COO)  
**SUPERVISES (DIRECT):** ACMGF Sr. Administrative Assistant  
**REVISED:** July 2020

### POSITION SUMMARY

The Governance and Administrative Manager works closely with the Chief Operations Officer to carry out the missions of the American College of Medical Genetics and Genomics (ACMG) and the ACMG Foundation for Genetic and Genomic Medicine (ACMGF). This role will provide administrative support to the ACMG and ACMGF Board of Directors, oversee administrative functions associated with the ACMGF fellowships, training opportunities, and awards, and assist with the coordination of staff engagement activities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

FTE %	Tasks
50%	<b><u>Board Support</u></b> <ul style="list-style-type: none"> <li>Oversees meeting planning support to ensure successful planning and execution of meetings for the ACMG and ACMGF Board of Directors, Executive Committee, Governance Committee, Finance Committee, Audit Committee, and ad hoc committees of the Board.</li> <li>Coordinates Board engagement and development program, including tracking individualized participation and records for each board member (including onboarding, committee placement, volunteer opportunities, recognition, etc.).</li> <li>Manage contacts and maintain up to date records to ensure outstanding customer relationship management.</li> </ul>
30%	<b><u>Fellowships Awards and Donor Management</u></b> <ul style="list-style-type: none"> <li>Oversees the application and selection process for all ACMGF professional fellowship and training awards (i.e. Next Generation Fellowships, David L. Rimoin Lifetime Achievement Award, Dr. Michael S. Watson Innovation Award, Carol Lovell Award etc.).</li> <li>Works with ACMGF administrative assistant to ensure donor acknowledgement letters are sent in timely manner.</li> <li>Coordinates the annual Summer Scholars program including applications, student-site match, and works with the Accounting Department to process student stipends.</li> <li>Manages details for Foundation activities during the ACMG Annual Clinical Genetics Meeting (award recipients, receptions, committee meetings, Day of Caring, etc.).</li> </ul>
20%	<b><u>Staff Engagement</u></b> <ul style="list-style-type: none"> <li>Coordinates monthly staff Brown Bag training sessions.</li> <li>Leads staff Engagement Committee, coordinates monthly staff meetings, and</li> </ul>

FTE %	Tasks
	activities. <ul style="list-style-type: none"><li>Assists COO with planning and execution of annual staff retreat.</li></ul>

### **COMPETENCIES**

- Technical Capacity: advanced proficiency in Microsoft Word, Excel, Outlook, PowerPoint; working knowledge iMIS or association management software a plus
- A proactive approach to problem-solving with strong decision-making skills.
- Attention to detail
- Personal effectiveness/credibility
- Thoroughness
- Collaboration skills
- Exceptional communication (oral and written) proficiency
- Flexibility

### **QUALIFICATIONS, KNOWLEDGE, AND SKILLS REQUIRED**

- Bachelor's Degree is required; Master's Degree is preferred
- Minimum of seven (7) years of experience in Association Management
- Strong project management skills including the ability to organize and prioritize and handle multiple tasks to meet multiple competing deadlines and the ability to delegate projects to the team
- Excellent written and verbal communication and interpersonal skills
- Proficiency with the Microsoft Office Suite is required
- Supervisory skills
- Possess a professional presence and strong work ethic and commitment to customer service

### **BENEFITS AND SALARY**

The base salary for this exempt, full-time position will be commensurate with the candidate's skill and experience. ACMGF offers an excellent benefits package.

### **ADA SPECIFICATIONS**

This is a largely sedentary position that requires the ability to speak, hear, see and lift small objects up to 20 lbs. Ability to travel domestically occasionally, up to 10%.

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Employee Name (Please print)

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Employee Signature

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Date

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The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.