



**ASAM** American Society of  
Addiction Medicine

## Position Description

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**Date:** November 4, 2024

**Position:** Manager, Federal Programs

**Reports to:** Director, PCSS-MAUD

**Status:** Exempt

**Position Summary:** The Manager will support the planning and execution of multiple federally funded initiatives aimed at increasing healthcare professionals' capacity to prevent and treat substance use disorders. This position will serve as a liaison between several Substance Abuse and Mental Health Services Administration (SAMHSA) funded programs to ensure collaboration, continuity, and alignment amongst initiatives. The Manager will ensure the successful creation, implementation, marketing, budgeting, and operations of project activities and deliverables. The Manager will work closely with planning committees, faculty, external partners, and other members of the ASAM staff team.

### Responsibilities/Duties:

- Manage the development and implementation of several federally funded educational activities including developing and monitoring project timelines and tracking progress and milestones.
- Evaluate and monitor program progress and outcomes by collecting, cleaning, analyzing, and interpreting data.
- Collaborate with faculty, partners, planning committees, and internal ASAM staff to support program activities.
- Strategize opportunities for alignment, continuity, and information sharing amongst programs.
- Support Director in expanding portfolio of federal initiatives to include strategizing, grant writing, responding to new inquiries, coordinating with other federally funded programs, and building relationships.
- Oversee faculty recruitment, training, and retention through communications, facilitating planning calls, and coordinating logistics.
- Contribute to program promotional items such as social media posts, newsletters, press releases, and other marketing efforts, as requested.
- Adhere to Continuing Education (CE) and other accreditation guidelines.
- In collaboration with Director, manage program budgets and partner relations.
- Travel (2-4 trips a year) as needed to provide on-site assistance for successful trainings, conference presentations, and/or program dissemination efforts.
- Support special projects, as assigned.

### Required Qualifications:

- Bachelor's degree.

- Minimum of three to five years of demonstrated experience managing projects, timelines, and budgets.

**Preferred Qualifications:**

- Master's degree in public health, social work, health administration, or related field.
- Knowledge and/or experience managing federal (SAMHSA, HRSA, CDC, CMS) cooperative agreements and grants.
- Experience with Learning Management Systems (LMS) or Customer Relationship Management (CRM) databases.

**Skills and Abilities:**

- Exceptional written and verbal communication skills.
- Excellent organizational skills with a strong attention to detail and accuracy.
- Ability to work independently and as part of a team in a fast-paced environment.
- Proficiency in Microsoft Suite and comfort in learning new online platforms.
- Effective interpersonal skills to interact efficiently and professionally with internal staff and external partners, faculty, and funders.

**Salary and Benefits:**

**Salary:** \$65,000 - \$70,000 Commensurate with experience.

**Benefits:** Robust benefits, including 4 weeks (paid) parental leave, family health, vision, and dental benefits, 401(k) plan match. Flexible remote work arrangements available.

**To Apply:**

Please submit a resume and cover letter explaining your interest in this position and how your skills match the position to the following address:

[https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=6550458](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=6550458)

ASAM provides equal opportunity to all staff. No person shall be discriminated against because of race, color, religion, sex, national or ethnic origin, age, physical handicaps, marital status, sexual orientation, family responsibilities, political affiliation, or any other category that is protected by federal law or the laws of the Maryland.



ASAM is proud to be honored with the Sloan Award for Excellence in Workplace Effectiveness and Flexibility for its use of flexibility and other aspects of workplace effectiveness as a workplace strategy to increase business and employee success. ASAM was one of eight organizations and the only association to be recognized in the state of Maryland.