



Date: August 5, 2026

Position: Manager, Education Grants & Programs

Reports to: Director, Federal Programs

Status: Exempt

Position Summary: This position supports the planning, implementation, and evaluation of educational initiatives designed to increase healthcare professionals' capacity to prevent, identify, and treat substance use disorders. This role serves as a central liaison across multiple programs, ensuring alignment, collaboration, and achievement of program goals. The Manager supports the development, delivery, marketing, and operational management of educational activities and resources, ensuring projects are completed on time, meet funder and accreditation requirements, and achieve measurable outcomes. This position works closely with faculty, planning committees, partner organizations, and cross-functional ASAM staff to deliver high-quality educational programs that improve clinical knowledge and practice.

Responsibilities/Duties:

- Manage the development and implementation of several educational activities, including developing and monitoring project timelines, tracking progress and milestones, and collaborating with external stakeholders and internal staff.
- Monitor and evaluate program performance using quantitative and qualitative data by collecting, cleaning, and analyzing outcomes to inform quality improvement and strengthen program effectiveness and impact.
- Support marketing and dissemination efforts by drafting messaging and/or social media posts.
- Collaborate with faculty, partners, planning committees, and internal ASAM staff to support program activities.
- Manage educational content and learner engagement within the Learning Management System (LMS), including product creation, enrollment tracking, and reporting.
- Draft funder and partner reports to include progress on milestones and program outcomes.
- Strategize opportunities for alignment, continuity, and information sharing amongst programs.
- Oversee faculty recruitment, training, and retention through communications, facilitating planning calls, and coordinating logistics.
- Adhere to Continuing Education (CE) and other accreditation guidelines.
- Travel (1-3 trips a year) as needed to provide on-site assistance for successful trainings, conference presentations, and/or program dissemination efforts.
- Support and manage special projects, as assigned.

Required Qualifications:

- Bachelor's degree.
- Two to four years of demonstrated project management experience.
- Demonstrated experience coordinating complex projects with multiple stakeholders.
- Knowledge and experience with LMS or Customer Relationship Management (CRM) databases.
- Experience supporting training, technical assistance, and medical educational initiatives, including development and delivery of live and on-demand trainings.

Preferred Qualifications:

- Master's degree in public health, social work, healthcare administration, or related field.
- Experience managing budgets.
- Experience and familiarity working with medical associations.
- Knowledge and/or experience managing federal (SAMHSA, HRSA, CDC, CMS) cooperative agreements and grants.

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: \$68,000-\$74,000 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=7199815

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.



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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.