



Position Title: Director of Meetings and Education

Organization: The American Orthotic and Prosthetic Association (AOPA) is a national trade association committed to providing high quality, unprecedented business services and products to O&P professionals. Since our founding in 1917, we have worked diligently to establish ourselves as the voice for O&P businesses. For more information on AOPA, please visit www.aopanet.org.

Location: Alexandria, VA

Overview: The American Orthotic and Prosthetic Association is seeking a dynamic and experienced professional to join our team as the Director of Meetings and Education. The ideal candidate will play a crucial role in advancing our mission by overseeing the planning, coordination, and execution of meetings, conferences, and educational programs. This leadership position requires a strategic thinker with a passion for driving educational initiatives and fostering collaboration within the industry.

Responsibilities:

1. **Meeting and Conference Management:**
 - Plan and execute all aspects of trade association meetings, conferences, and events.
 - Collaborate with internal teams and external vendors to ensure seamless event logistics.
 - Develop and manage event budgets, negotiate contracts, and oversee on-site execution.
2. **Education Program Development:**
 - Design and implement a comprehensive education strategy (including online education) aligned with the association's goals.
 - Identify industry trends and educational needs to develop relevant programs and resources.
 - Facilitate and manage volunteer planning committees that work on content creation.
 - Oversee the creation of educational content, including workshops, webinars, and training sessions.



3. **Membership Engagement:**

- Work closely with the membership team to enhance member engagement through educational offerings.
- Collaborate with subject matter experts to develop content that adds value to members' professional development.

4. **Stakeholder Collaboration:**

- Build and maintain strong relationships with industry partners, sponsors, and stakeholders.
- Collaborate with committees and task forces to gather input and ensure alignment with member needs.
- Attend and make regular reports to the Board of Directors.
- Active member of the senior staff leadership team, which meets with the Executive Director on a weekly basis.
- Oversee the work of the Assistant Director of Meetings.

5. **Evaluation and Reporting:**

- Implement metrics and assessment tools to evaluate the success of meetings and education programs.
- Generate regular reports to assess program effectiveness and make data-driven improvements.

Qualifications:

- Bachelor's degree in a relevant field; advanced degree preferred. CMP strongly preferred.
- Five or more years of leadership experience in and accountability for planning in-person, virtual, and hybrid meetings and events required, particularly within the context of trade associations or similar organizations.
- Demonstrated success in developing and implementing education programs.
- Experience with budgeting and accounting protocols/procedures strongly preferred
- Strong project management skills with the ability to multitask and meet deadlines.
- Excellent communication and interpersonal skills.
- Knowledge of the industry and understanding of current trends in meetings and education.



AOPA Benefits & Culture:

AOPA offers a competitive nonprofit salary and strong benefits package, including health insurance (medical, vision and dental), life insurance, and disability insurance. AOPA also offers health savings and flexible spending accounts; a 401(k)-retirement plan with employer match; a hybrid remote/in-office work policy; and generous personal, vacation, and sick leave.

For this position, candidates who reside in Northern VA, DC, or MD area are preferred as AOPA's headquarters in Alexandria, VA, however all candidates in the Eastern Time Zone will be considered as well.

AOPA maintains a hybrid in-office/remote work policy and will continue to so for the foreseeable future. Currently, employees work two days per week in-office and three days remote. AOPA's staff is a highly collaborative team that depends on open communication, individual accountability, and our diverse expertise to serve our membership and the O&P community.

AOPA is an equal opportunity employer, committed to a diverse and inclusive workplace. We encourage candidates from diverse backgrounds to apply.

How to Apply: Interested candidates should submit the following in PDF format by Friday, February 23, 2024 to HR@aopanet.org, with "DM2024" as the subject heading.

- Resume w/ two professional references.
- Your completed position questionnaire ([download here](#))

Questionnaire URL: <https://www.dropbox.com/scl/fi/4pqsa364e0crcmzpfnfas5/DM2024-Questionnaire.docx?rlkey=w04d27gia9t27sqzo90gef3fr&dl=0>