

## PROGRAM MANAGER, FELLOWSHIP PROGRAM

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The American Occupational Therapy Association (AOTA), the national professional association established in 1917 to represent the interests and concerns of occupational therapy practitioners and students, is seeking a **Program Manager, Fellowship Program**. Occupational therapy practitioners believe everyone deserves to maximize their potential and participate in everyday living. AOTA advances occupational therapy practice, education, and research through standard setting and advocacy on behalf of its members, the profession, and the public.

AOTA offers a comprehensive compensation and benefits package, including a flexible hybrid work environment (local to DC/MD/VA), a 401k contribution, health insurance, sick leave and paid vacation leave, a transportation subsidy, and much more.

### POSITION SUMMARY:

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Responsibilities include the management and growth of the AOTA Fellowship program. In conjunction with the Director of the Approved Provider Program (APP) & Fellowship Program, the position holds responsibility for assuring that the Fellowship program initiatives and work plans support the strategic goals and objectives of the department and subsequently AOTA.

### POSITION SPECIFIC DUTIES:

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- Manages the Fellowship Recognition approval process to include facilitating application/form reviews, and dissemination of action letters to programs post Fellowship Program Review Committee (FPRC) meetings that occur 3 times per year.
- Oversees onsite scheduling, including monitoring for conflicts of interests between reviewers and fellowship programs, the dissemination of all documentation required for reviews (Annual Reports, Candidacy Applications, Interim Reports, Plans of Corrections, Progress Reports, Re-recognition applications, onsites).
- Responsible for correspondence between programs, volunteer reviewers, and the Fellowship Program Review Committee (FPRC).
- In conjunction with the Director of APP & Fellowship Program, responsible for the development of program materials, manuals, and policy and procedures for the Fellowship program.
- Responsible for providing logistical support for all FPRC meetings (i.e., agendas, support documents, materials, meeting minutes) as well as conference calls with reviewers and fellowship coordinators.
- Provides administrative and liaison support for FPRC meetings and prepares meeting minutes.
- Assigns reviews to both the Fellowship Program Review Committee (FPRC) and Roster of Fellowship Reviewers (RFR) and monitors their progress.
- Prepares all necessary correspondence summarizing Fellowship program actions for internal and external distribution.

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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 job. 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.

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- Responsible for receiving, processing, and tracking the reviews of all Candidacy applications and other program-related forms for all Fellowship sites. Reviews all reports to ensure submissions are complete and timely.
- Oversees the process of updating the Fellowship database records and ensures the AOTA Fellowship Program Website is accurate and current.
- Monitors Open Water platform to ensure all fellowship program forms are accurate and current.
- Prepares monthly fee list for proper invoicing from Finance department.
- Model the AOTA culture values throughout the workplace and employ them in all interactions with peers, managers, volunteers, members, and other stakeholders.
- Engages in innovative and creative solutions to conflict resolution and designing business solutions that advance the goals of the Fellowship program and their sites as assigned to this role.
- Exhibits an understanding of the needs and expectations of AOTA members, peers, and managers and strives to cultivate trust and respect with associates at all levels of the organization.
- Demonstrate an evolving knowledge of business foresight along with the ability to integrate diverse perspectives.
- Embrace diversity and work proactively with peers and leadership to foster an equitable and inclusive workplace.
- Other duties as assigned.

### **EDUCATION/EXPERIENCE/SKILLS:**

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- Bachelor's degree from an accredited institution in administration, business, or related field.
- Four to six years of related work experience in related field and/or Association Management required.
- A different combination of formal education and experience will be considered.
- Strong attention to detail and a commitment to quality.
- Ability to collaborate effectively by building relationships across all departments and levels.
- Must demonstrate good judgement and mature business skills, a high level of organizational and time management skills, and flexibility in competently juggling competing priorities and changing expectations.
- Skilled in critical thinking, analysis, and determining project direction.
- Excellent written and oral communication skills.
- The position exercises moderate influence upon the actions or operations of others and has a moderate impact on the activities of AOTA.
- Requires moderate conflict resolution, judgment and/or innovative thinking to accomplish very broadly defined and/or technically complex responsibilities of the position. The work may involve the development of recommendations for the division/department goals and projects. Receives broad work direction and objectives. Broad latitude is given to determine approaches, procedures, and methodologies for accomplishing the work of self and others. Receives administrative review.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:**

- May remain in a stationary position for prolonged periods of time at a computer.
- Occasionally required to lift light objects (less than 25 pounds).

**WORK ENVIRONMENT (In Office):**

- The noise level in the work environment usually is moderate.

Full-time, Flexible Hybrid work schedule or possibility of remote, Exempt Position

**Salary: Commensurate with experience**

**SELECTION PROCESS:** We only accept applications that follow the electronic process. No phone calls please. This position is subject to background screening. Please E-mail resume and cover letter with salary expectations to [jobs@aota.org](mailto:jobs@aota.org).

*At AOTA, our commitment to equal employment opportunity and affirmative action seeks to ensure a work environment free of discrimination and harassment. AOTA is committed to attaining a diverse workforce that is representative of the community. Individuals with disabilities, veterans, LGBTQ+, women and minorities are encouraged to apply.*