



## Manager of Certification and Assessment

### Position Description/Summary

The American Board of Medical Genetics and Genomics (ABMGG) is seeking a motivated and detail-oriented full-time **Manager of Certification and Assessment**. This pivotal role will oversee and manage all aspects of ABMGG candidate credentialing and certifying examination administration and provide support to program directors and trainees throughout these processes.

The ideal candidate will demonstrate strong communication skills and excellent project coordination abilities with a proactive approach to driving solutions to enhance efficiency and streamline processes. Collaborating closely with the ABMGG team, the Manager will report directly to the ABMGG Associate Chief Executive Officer and the Chief Administrative Officer. This position is vital in maintaining ABMGG's commitment to excellence in medical genetics and genomics certification.

**Who we are:** The ABMGG serves the public and medical profession by establishing professional certification standards and promoting lifelong learning and excellence in medical genetics and genomics. As the premier certifying board for geneticists and a proud member board of the American Board of Medical Specialties, ABMGG offers certification in three specialties and two subspecialties, ensuring the highest standards of knowledge and competencies in the field are met.

### What we offer:

- A collaborative and supportive small staff work environment committed to the advancement of the genetics and genomics profession
- A competitive salary and comprehensive benefits package
- Opportunities for professional development

### Key Responsibilities:

- Manage the planning and execution of assessment and examination activities
  - Set dates for examinations in conjunction with the exam vendors
  - Oversee all aspects of the application and registration processes for the certifying examination and In-Training examination
  - Compile and transfer candidate/participant data to the appropriate examination or assessment vendor
  - Serve as the main point of contact for examination administration questions
  - Manage and communicate exam results to stakeholders, ensuring accuracy and timeliness
  - Compile examinee pass rate reports
  - Oversee the longitudinal assessment platform, including quarterly item feedback reviews and resolving participant support inquiries

- Coordinate item development for examinations and assessments
  - Working with subject matter experts, coordinate and support blueprint updates
  - Manage item development assignments for certifying and longitudinal assessments
  - Coordinate review and testing of items
  - Schedule and attend item review meetings, both online and in-person biennial meetings
  - In conjunction with the Associate CEO, regularly evaluate trends and best practices for medical board certification
- Manage relationships with external vendors and stakeholders to enhance the certification and assessment experience
- Communicate regularly with ACGME program directors and coordinators, serving as the primary point of contact
  - Coordinate review and approval for unique training situations
  - Attend the Association of Professors in Human Medical Genetics annual meeting when appropriate
  - Manage accredited training program information and trainee records
- Serve as staff for committees related to certification and assessment. This includes attending all meetings, creating the agenda with the committee chair, and drafting minutes.
- Facilitate data management and integrity, both internally and for sharing with external partners
- Attend Board of Directors meetings and prepare or present updates when requested

**Travel:** This role involves occasional travel, including:

- Attendance at board meetings (1-2 per year, if requested)
- Participation in a biennial exam development meeting (3 days)
- Attendance 2-3 conferences (~3-4 days each) per year

**Preferred Experience and Qualifications:**

- Bachelor’s Degree required
- Experience working for a non-profit, trade association, or certifying board preferred
- Credentialing or certifying experience a plus
- Experience and comfort with Microsoft Office (Word, Outlook, PowerPoint, Teams); proficiency with MS Excel and database management a plus
- Ability to analyze data, generate reports, and identify trends
- Strong administrative, organizational, and project management skills
- Exceptional customer service and interpersonal communication skills
- Comfortable and experienced working with committees and/or governance boards

**How to apply:** Interested candidates should submit a letter of interest and resume outlining their qualifications in a single PDF file to [admin@abmgg.org](mailto:admin@abmgg.org). We look forward to welcoming a new member to our team!