

Job Title: Professional Development Director

Classification: Exempt

Grade Level: H

Reports to: Chief Community Officer

Date: August 2026

Summary/Objective

The Professional Development Director is responsible for building and leading a reimagined professional development function for APS. This includes developing a portfolio of learning experiences that advance the Society's strategic priorities, responding to the evolving needs of the physiology community, and generating new sources of revenue.

Reporting to the Chief Community Officer, the Director will serve as APS's primary professional development leader. The Director will establish and monitor portfolio metrics related to strategic alignment, participation, learner outcomes, financial performance and organizational capacity.

The Director will work closely with volunteer leaders, subject matter experts and staff across the organization to develop in-person, virtual and on-demand learning experiences for scientists, educators, trainees and other members of the physiology community.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. *Build and Lead APS's Professional Development Strategy and Department*

- Develop and implement a professional development strategy aligned with APS's strategic priorities, community needs and revenue goals.
- Identify, evaluate and develop new revenue-generating professional development opportunities based on market demand, community needs and APS's areas of expertise.
- Serve as APS's internal subject matter expert on professional development trends, adult learning best practices and emerging opportunities that support the Society's strategic goals.
- Translate market research, community insights and program data to identify, evaluate and validate new professional development opportunities.
- Collaborate with teams across APS, to support program development, positioning, implementation and alignment with broader Society priorities.



- Track portfolio performance and provide regular reports on participation, learner feedback, educational impact and opportunities for growth or improvement.
- 2. ***Manage and Grow the Professional Development Portfolio***
 - Collaborate with APS advisory groups and subject matter experts to identify community professional development needs and develop high-impact learning experiences.
 - Apply adult-learning principles to ensure programs are relevant, engaging and effective.
 - Develop program business cases to support grant or partnership opportunities, and manage grant-funded professional development programs, including implementation, reporting and compliance.
 - Monitor program performance metrics and use insights to inform continuous improvement and investment decisions.
 - Establish consistent standards and workflows for program development, implementation, evaluation and continuous improvement.
 - Manage and optimize APS's learning management system to provide a seamless and user-friendly experience for learners, faculty and staff.
- 3. ***Lead Volunteer and Stakeholder Engagement***
 - Serve as staff liaison to the Center for Physiology Education Advisory Board and the Industry Research Skills and Management Subject Matter Expert Advisory Board.
 - Build productive relationships with advisory board members to support effective group operations and advance programmatic goals.
 - Engage volunteers, faculty and subject matter experts in the development and delivery of professional development programs.
 - Develop and maintain strategic partnerships with scientific organizations, industry partners and other stakeholders to expand and enhance APS professional development offerings.
- 4. ***Build and Lead the Professional Development Team***
 - Supervise, coach and develop the professional development program manager and coordinator.
 - Determine the skill and resource needs to support the growth of the professional development program.
 - Establish efficient workflows that support collaboration, innovation and consistent execution.
 - Foster a collaborative, responsive and results-oriented team culture.

Skills/Abilities

1. Strategic thinker with the ability to translate APS priorities, community needs, market data and program outcomes into a cohesive professional development portfolio.
2. Strong business acumen, including the ability to develop program business cases, evaluate revenue potential and support grant-funded initiatives.
3. Knowledge of adult-learning principles, instructional design, multiple learning modalities and learning management system best practices.



4. Strong project management and organizational skills, with the ability to manage multiple programs from concept through launch, evaluation and improvement.
5. Collaborative relationship-builder who can work effectively with staff, volunteer leaders, advisory groups, subject matter experts and external partners.
6. Excellent written, verbal, facilitation and presentation skills, with the ability to communicate clearly with diverse audiences.
7. Analytical and data-informed decision maker with the ability to establish metrics, assess program performance and recommend improvements.
8. Demonstrated supervisory, coaching and team leadership skills, with the ability to foster a collaborative and results-oriented team culture.

Education and Experience

1. Bachelor's degree required.
2. Eight plus years of progressively responsible experience developing, managing and growing a professional development portfolio.
3. Experience working in a scientific society is preferred.
4. Experience using market research, community insights and program data to identify and validate new program opportunities.
5. Demonstrated experience developing new programs from concept through launch, evaluation and growth.
6. Knowledge of adult-learning principles, instructional design and multiple learning modalities.
7. Experience managing learning management systems (LMS).
8. Strong organizational, project management and problem-solving skills.
9. Strong written, verbal and interpersonal communication skills.
10. Ability to work independently and collaborate effectively across teams.
11. Demonstrated supervisory experience.
12. Ability to travel for APS meetings, approximately 5%.

Other Duties

1. Represent APS in professional development-related discussions, meetings and collaborations, as requested.
2. Support the development of grant proposals, sponsorship concepts or other funding opportunities related to professional development programs.
3. Assist with cross-departmental initiatives that support education, member engagement, community programming or APS strategic priorities.
4. Maintain awareness of trends in professional development, scientific society education, workforce development, adult learning and online learning.
5. Other duties as assigned.

Supervisory Responsibility

This position does have supervisory responsibilities.

**Benefits**

This is a full-time, exempt position offering a competitive salary and comprehensive benefits package, including a 403(b) retirement plan; paid holidays; generous annual and sick leave; medical, dental, and vision coverage; flexible spending accounts; and life and short- and long-term disability insurance.

Where will you work?

We offer a flexible hybrid work model, with employees based out of our headquarters in Rockville, Maryland (Washington, DC metro area). Employees are required to work in the Rockville office every Wednesday as part of our standard hybrid schedule. Additional in-office days may be required based on role, team needs, division meetings, staff meetings, or other organizational events.

Because regular in-person attendance is an essential part of our hybrid work model, applicants should be located within a reasonable commuting distance of Rockville, Maryland. At this time, we are only considering candidates located in the Washington, DC metro area.

To Apply

All qualified applicants must send a cover letter, including salary requirements and a resume, to resume@physiology.org.

To learn more about APS, please visit: <https://www.physiology.org>

To learn more about APS Publications, please visit <https://journals.physiology.org>.

APS is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.