



AMERICAN ACADEMY OF NEUROLOGY

DEPUTY CHIEF, TECHNOLOGY

www.aan.com

The Organization:

When you join the American Academy of Neurology, you join forces with a worldwide community of 40,000+ neurology experts and professionals just as passionate as you about using technology to advance health care. When we bring the brightest minds together with the best resources, the possibilities are limitless. As a trusted leader, the AAN offers access to the latest sound science, continuing education, essential practice tools, research grants, networking, and career advancement opportunities, and more. Together—with you and our members—we're advancing what's possible in brain disease treatment and brain health. This is furthered through its goals to:

- Grow a diverse neurology workforce.
- Strengthen neurologic practice.
- Promote neuroscience research.
- Improve neurologic health.

AAN's Mission:

- To enhance member career fulfillment and promote brain health for all.

AAN's Vision:

- To be indispensable to our members.

AAN's Values:

- **Community:** We are a vibrant community, united by our unwavering dedication to realizing our mission.
- **Leadership:** We lead in service to others, inspiring collaboration and driving change.
- **Well-being:** We invest in opportunities to inspire, invigorate, and thrive.
- **Diversity, Equity, and Inclusion:** We value the diversity of our identities and experiences and strive to advance equity and inclusion

For more information about AAN, please visit: www.aan.com.

The Role:

Reports to:	Chief Operations Officer
Direct Reports:	Director, Information Systems & Services; Director, Digital Strategy & Innovation
Location:	Minneapolis, MN
Travel:	Minimal travel required – approximately 5%. Ability to legally travel outside of the United States, particularly but not limited to Canada.

Position Summary:

The Deputy Chief, Technology reports directly to and partners closely with the Chief Operations Officer in leading technology strategies and department operations, and additionally assumes an acting leadership role for their team in the absence of the executive. This position oversees information systems and services, enterprise application development and AI initiatives, leading the Information Technology and Digital Transformation teams. The Deputy Chief works closely with executive team members to ensure the AAN's technological infrastructure and services meet the highest standards of excellence and are aligned with the strategic plan.

Key Responsibilities:

Strategic Technology Leadership

- Develop and execute comprehensive technology strategies that drive the organization's mission, and overall strategic plan.
- Oversee operations of technology department, ensuring efficient and effective delivery of services.
- Lead initiatives to ensure smooth and effective digital transformation. This includes fostering a culture of continuous improvement and innovation within the organization.
- Collaborate with senior leadership to ensure technology initiatives align with organizational goals and strategic priorities.
- Manage relationships with technology vendors and service providers, building strong rapport with the ability to negotiate contracts as needed.
- Engage with key stakeholders to understand needs and ensure technology solutions meet expectations.
- Responds to highly escalated and sensitive member feedback to continuously improve technology services offered and provide high level service to members.
- Develop and manage the technology budget, ensuring efficient allocation of resources to meet strategic objectives and identify opportunities to optimize expenditures.

Program and System Oversight

- Accountable for the development and management of systems including but not limited to: software development, enterprise applications, artificial intelligence technologies, CRM utilization, cybersecurity, and digital transformation initiatives.
- Ensure Technology policies and processes are established and adhered to by the organization.
- Accountable for the planning, execution, and delivery of technology projects, ensuring they are completed on time, within budget, and with high quality standards.
- Drive the adoption of tools and platforms to improve operational efficiency and member engagement.
- Oversee the full, effective, and optimized use of programs in the portfolio.
- Provide expertise for increasing functionality and integration across all programs; lead efforts to research, design, and customize technological systems and platforms that improve member and staff experience.
- Oversee the planning, implementation, and tracking of the technology and digital transformation portfolio.
- Identify and mitigate risks associated with digital transformation, including technology, data security, and compliance.

Team Leadership and Development

- Provides direct employee supervision which includes the selection, training, performance management, compensation administration, and termination of employees.
- Serves in executive team member capacity as needed, leading the team when the executive leader is unavailable.

This job description may not cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for



this job. Duties, activities, and responsibilities may change at any time with or without notice.

Candidate Profile:

Professional Experience:

- Minimum of 10 years of progressively responsible functional leadership experience in technology management is required.
- Minimum 10 years of supervisory experience within a membership association or similar organization required.

Additional Knowledge, Skills, and Abilities:

- Proven track record of developing and implementing successful technology strategies and initiatives is required.
- Strong experience with CRM systems, AI technologies, and cybersecurity is required.
- Strong leadership and team management skills, with the ability to inspire and motivate a diverse team are required.
- Excellent communication and interpersonal skills, with the ability to build relationships with members and stakeholders, are required.
- Proficiency in using project management and technology tools is required.
- Ability to handle multiple projects simultaneously.
- Strong attention to detail.
- Strong analytical and problem-solving skills, with the ability to make data-driven decisions is required.

Education/Certification:

- Bachelor's Degree in Information Technology, Computer Science or related fields is required.
- Master's Degree preferred.
- Certified Association Executive (CAE) preferred.

***Equivalent combination of education and experience beyond the minimum requirement may be substituted for qualification requirements*

Why AAN?

- Incredible mission of helping neurologists worldwide provide the best possible care for their patients, including seeking new cures and treatments for brain disease and working to ensure patient access to the right care
- Make a direct impact on health care policy
- Collaborative and member-focused culture
- Excellent benefits

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Equal Employment Opportunity

The American Academy of Neurology is an equal opportunity employer.

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If you or someone in your network is interested in exploring this opportunity, please submit a cover letter and resume to:

Ken Wheeler
MTW Recruit
ken@mtwrecruit.com