



Director, Data & Technology

The American Academy of Physical Medicine and Rehabilitation (AAPM&R), the premier professional association for rehabilitation physicians, also known as physiatrists, is seeking an experienced Director, Data and Technology to lead the strategy, implementation, and governance for the organization's critical data assets.

AAPM&R serves more than 9,000 board certified physicians who specialize in physical medicine and rehabilitation (PM&R). PM&R physicians are nerve, muscle, bone, and brain experts who treat injury or illness non-surgically to decrease pain and restore function. AAPM&R is a leader in helping PM&R physicians acquire the continuing education, practice, knowledge, leadership skills and research findings needed to provide quality patient care.

FLSA Status: Exempt

General Summary:

The Director, Data and Technology leads the strategy, implementation, and governance for the organization's critical data assets. The position collaborates closely with internal business partners and manages core information technology platforms that allow the organization to serve its constituents successfully. Responsible for developing and maintaining a long-term, strategic vision of the organization's technology needs and collaborating with internal partners to match technology to business requirements. The incumbent is responsible for budgeting and forecasting technology resources and recommending sound business, technology, and advises on financial decisions such as make vs. buy, lease vs. own, and effectively balancing short-term and long-term goals.

AAPM&R seeks to ensure that organizational data and systems are sound for daily requirements and to meet future demands to support the Academy mission and Academy staff. The technology environment is primarily Microsoft and the windows network is outsourced. Data management is owned internally and supported in partnership with key external partners. Select upcoming projects include:

- Prepare the data warehouse for revenue generation opportunities
- Implement a tiered membership structure
- Evaluate existing file management system including the possibility of moving to SharePoint

Essential Duties and Responsibilities:

- Create and be accountable for Academy data strategy and systems.
- Develop standards, policies, and procedures to support the creation and provide technical assurance for the ongoing implementation of data governance policy.
- Manage and provide oversight for the organization's software and hardware technology platforms for both internal and client-facing applications.

- Define IT-related business requirements and translates business requirements into technical specifications
- Coordinate the review, selection, and adoption of interoperable software components that combine to serve the overall mission of the organization
- Develop and enforce data quality metrics in support of the data warehouse.
- Manage the organization's essential data and technology-related projects.
- Manage a team that supports systems serving the organization's internal staff and membership. Responsible for managing, mentoring, educating, coaching, balancing workloads, and conducting quality checks to ensure high output.
- Coordinate with multiple third-party business partners who provide application support, infrastructure support, help desk support, database development, transaction support, and website hosting services.
- Manage vendor workloads and oversees vendor performance.
- Work with external business partners to implement cybersecurity programs across the IT infrastructure. Performs periodic vulnerability assessments and determines appropriate safeguard software, policies, and procedures.
 - Promote quality by establishing and enforcing organization standards and IT RISC (Risk and Information Security Committee), and employee security policies.
 - Lead the organization's IT-related record retention and business continuity efforts.
- Lead software application troubleshooting efforts and associated responses to affected users.
- Conduct annual technology strategy assessments in conjunction with key internal and external business partners.
- Lead IT-related business process improvement and re-engineering initiatives.
- Maintain high professional standards of integrity, ethics, and commitment to the goals of AAPM&R.
- Other duties as assigned.

Performance Metrics:

- Accurate, up-to-date organization data assets accompanied by sound, effective data governance policies, and procedures
- Collaborative relationships with internal and external business partners
- Strong performance from multiple direct reports
- Fully functioning, reliable technology solutions with minimal downtime
- Managing important projects within time and budget constraints
- Maintaining a safe and secure computing environment

Required Skills and Qualifications:

- A Bachelor's degree in business, Information Technology, or a related field is required
- At least ten years of broad-based business experience in an IT-related field focusing on maximizing return on the total cost of IT while applying technology to solve business problems
- At least five years of increasing management experience
- Project management - PMP certification preferred
- Software development experience is helpful but not required
- Significant experience managing organizational data assets, data policies, and related organizational processes, including organizing data councils and governance

- Technical expertise to translate business requirements into technical specifications.
- Effectively judge business technology requirements, capabilities and output deemed critical or necessary, including return on investment
- Excellent problem-solving, customer service skills, and sound business sense
- Proven ability and experience with:
 - Work independently with minimal direction to achieve results, self-directed and self-motivated
 - Balance multiple projects and priorities simultaneously
 - Collaborative, analytical problem-solving
 - Identify emerging business technology trends
 - Effectively selecting and building productive partnerships with third-party business partners
 - Excellent interpersonal skills, written and verbal communications
 - Focus on continuous improvement
 - Manage, coach, mentor, and the appropriate delegation of duties
- Prior staff management experience
- Travel - less than 5%

How to Apply:

Search Process

This search is being conducted by Tuft & Associates. Those interested in applying should email a confidential resume and a cover letter outlining specific qualifications to:

Mary McMahon
Tuft & Associates cbajak@tuftassoc.com
312-642-8889

AAPM&R offers an excellent work environment, competitive salary, and a very comprehensive benefits package. Additionally, we are an Equal Opportunity Employer (EOE).

We are currently working 100% remotely with plans to return to the Rosemont, IL office on a hybrid schedule. Must have access to the Rosemont, IL office.

AAPMR instituted a Covid 19 vaccine mandate for all employees. It is required as a condition of employment.

