



## **Director of Leadership Development Education**

Join our small but mighty team having tremendous impact on the healthcare delivery system in Maine and across northern New England. The Daniel Hanley Center for Health Leadership is a 501(c)3 non-profit transforming healthcare by meeting its mission of inspiring and growing collaborative leaders to meet today's challenges.

Founded to carry out the legacy of Dr. Daniel Hanley, our work is exciting, fast paced, relationship based, inspiring and statewide. If you're excited about collaborating as part of a small team, developing relationships across the state, and managing and coordinating multiple simultaneous projects, please do apply.

## **Director of Leadership Development Education, is responsible for:**

### **Course and Program Management**

- Provide primary operational leadership and oversight of leadership development courses and programs, including those related to health equity content
- Health Leadership Development Course
- Provide project management and operational support \*
- Develop, coordinate, and provide Health Content in partnership with Executive Director and Faculty \*
- Develop and support HLD practicum projects \*
- Recruitment of course applicants \*
- Provide strategic leadership regarding overall HLD course together with Executive Director
- Serve as direct liaison and Hanley partner with HLD Alumni Council by fostering integration of alumni into all organizational courses & programs, assessing alumni interests and developing opportunities for alumni networking and engagement in statewide, transformational projects
- Physician Executive Leadership Institute
- Provide project management and primary organizational support \*
- Provide strategic leadership together with Executive Director
- Foster the networking and integration of PELI alumni into all organizational programs & initiatives
- Recruitment of course enrollees \*

### **Strategic Stakeholder Initiatives**

- Assess and analyze opportunities for stakeholder initiatives that have potential to make substantial transformational changes to improve healthcare in Maine \*
- Explore and garner funding for initiatives identified, including grant writing, grant report writing and grant management
- Provide project management & organizational support for key initiatives \*
- Recruit enrollees, registrants, and/or applicants to new and existing courses, initiatives & forums.
- Health Equity Initiatives
- Provide primary leadership for design and implementation of Hanley health equity & health disparities work \*

## **Overall Management & Operations**

- Day to day operational management, positioning to cover Executive Director responsibilities as needed \*
- Provide primary constructive supervision for Administrative Specialist, Faculty and Consultants \*
- Assist in communication and outreach with partner organizations, stakeholders, funders, and others \*
- Creatively design, plan for, coordinate & co-lead statewide meetings of health leaders \*

## **Strategic Direction, in partnership with Executive Director**

- Build and sustain relationships important to the overall sustainability of the organization \*
- Identify new opportunities that will meet existing needs and provide the Hanley Center with support needed to insure the long- term sustainability of the organization
- Explore & develop collaborative initiatives and partnerships that support the Hanley Center's mission and contribute to its financial sustainability

## **Compliance, in partnership with Executive Director**

- Ensuring compliance with Hanley Center Policies & procedures
- Oversight of organization's contracts
- Many aspects of this job require travel by car in Maine, and occasionally, outside of Maine. \*
- Limited Saturday and evening work at times.

## **Qualifications:**

### **Required:**

- 3-5 years similar experience
- Non-profit healthcare related operations management
- Successful grant writing
- Willingness to flex with the flow and needs of the organization
- Managing staff
- Building strong relationships and collaborating with external stakeholders and leaders at all levels, managers to CEOs
- Public speaking
- Managing adult educational programs
- Designing and leading large events as part of a team
- Coordinating & leading speaker panels
- Coordinating & leading steering committees
- Excellent communications and leadership practices
- Candidates who have a network of strong and trusting statewide relationships with hospital, health system, physician practice and other healthcare leaders are strongly encouraged to apply!
- Valid driver's license in good standing and reliable transportation for course and client off-site visits

### **Preferred:**

- 2-4 years' similar experience
- Experience designing leadership development and management curricula for adults
- Experience delivering leadership development or management training programs for adults

**Education**

Master's degree in health or education field, or other relevant advanced degree preferred. Bachelor's degree with extensive relevant experience considered.

*\*Denotes essential function of the position.*

The Hanley Center is an Equal Opportunity Employer.

**Additional Job Information**

**Job Type:** Full-Time

**Start Date:** Spring 2020

**Region** Portland Area, with statewide travel

**Specific Location:** South Portland, Maine

**How To Apply:** To apply, please send cover letter, resume and salary requirements to Judiann Smith, Executive Director at: [judiannsmith@hanleyleadership.org](mailto:judiannsmith@hanleyleadership.org). No Phone Calls Please!

**Application** March 18, 2020

**Deadline:**