

The Association for Healthcare Philanthropy is seeking a Manager of Education. This is a full-time position located in Arlington, VA.

Please send resume and cover letter to: Deb Borg, Human Resources, deb@suppleegroup.com

Summary of Position:

The Education Manager plays a key strategic role in advancing AHP's mission to educate and inspire our members. The Education Manager will create, develop, and deliver timely quality educational curriculum/offerings used by various stakeholders including members, marketing, and membership departments. The educational content is delivered through various platforms including, but not limited to, webinars, on-demand eLearning and in-person conferences.

The Education Manager role requires significant collaboration with outside member volunteers, sponsors and other subject matter experts (SMEs) as well as with all internal stakeholders. This role is responsible for all project management of internal and external stakeholders to ensure timely delivery of outstanding educational content.

Principal Duties:

Internal Collaboration and Support:

- Serves as internal expert on content and assists in training staff as needed
- Manages resources and budgets with appropriate discretion, ensuring the monitoring of expenses against approved budget

Volunteer Engagement, Management and Collaboration:

- Manages three (3) committees, including scheduling, agenda development in collaboration with chairs, follow-up management and minutes
- Manages all communication and logistics with speakers at Association events and webinars
- Provides expert guidance to volunteer SMEs, infusing Association content with adult learning principles
- Creates quality education curriculum and offerings in close collaboration with SMEs and member volunteers from development and theory to delivery

Content Identification, Development and Delivery

- Serves as project manager for all content delivery processes
- Keeps a "finger on the pulse" of healthcare philanthropy to ensure relevant educational content is delivered to members
- Identifies key themes to be carried through Association events, webinars and e-Learning
- Partners closely with Research and Insights team to ensure consistency of content across Association channels
- Considers all available media and identifies ways to extend the shelf life of all content
- Collaborates with marketing/communications team in producing appropriate marketing content for education program offerings

Secondary Duties:

- Works on special projects and other duties as required helping to ensure department's and Association's success
- Remains current with latest education programs to further drive success of the department and industry
- Responds to questions from all stakeholders regarding AHP education offerings

Position Specifications:

Education/Training/Certifications:

- Bachelor's degree required in Education or related field
- 2-5 years of progressive responsibility for the management and administration of education programs, including curriculum development and demonstrated advanced knowledge of the continuing education essentials and standards required
- Experience in either healthcare or philanthropy preferred

Essential Skills/Knowledge:

- Strong knowledge in instructional design
- Delivery and development of education programs with knowledge and experience in adult learning best practices
- Capable of managing learning management platform
- Expertise in all major business software applications (Adobe Creative Suite, Microsoft Office Suite, Citrix go to Webinar etc.)
- Significant written and verbal communication skills delivered in a clear and concise manner. Good presentation skills
- Strong proficiency in project management with the ability to effectively manage schedules and deadlines for ongoing initiatives
- Experience with accreditation programs
- Fluency with web analytics tools, social media marketing tools, and leading social media platforms
- Ability to work as part of a team and to work independently; a self-starter, comfortable with assuming risk and responsibility
- Experience with curriculum design and development

Essential Competencies & Behaviors:

- Self-motivated, member focused, and capable of building business partnerships
- Excels in team environments
- Comfortable building consensus with internal and external stakeholders
- Maintains good rapport with all departments
- Detail oriented
- Comfortable in fast-paced environment
- Flexible and adaptable
- Embraces change, adopting strategies and projects as needed
- Eager lifelong learner
- Innovative and solutions-based