

Association for Healthcare Philanthropy

Job Title: Education Manager

Department: Education

Reports To: Director of Education

Status: Exempt, Full-Time

This job description provides a general guideline to the most common duties, responsibilities, and minimum requirements for this position. It is not all inclusive and the actual position may vary as circumstances indicate or as determined by the Association. Working hours are primarily during day shift working hours, but the Education Manager may need to work varied extended hours as projects demand and during Association events which can include nights and weekends, as business needs dictate. Some travel will be required.

Summary of Position:

The Education Manager role assists in advancing all efforts in the Education department that will support the execution of the strategic goals of the Association. The Education Manager will create, develop, and deliver timely and quality educational curriculum/offering that will be utilized by various stakeholders. The educational program content will be delivered through various platforms including webinars, on-demand eLearning, conferences, and learning platforms.

The Education Manager will collaborate with outside partners as required and learning and development SMEs. This position is accountable for creating potential educational products and services to those in the healthcare philanthropy industry. This position will manage required volunteer committees and works collaboratively across the Association anticipating and meeting the needs of the industry.

Principal Duties:

- Embodies the values and core competencies of the Association at all times and positively promotes the Association's culture
- Supports all internal team members and departments in accomplishing the Association's mission, vision, and goals
- Creates quality education curriculum and offerings; from course content to development and delivery
- Develops course material to adult learners that effectively conveys critical knowledge and expertise in the healthcare philanthropy industry
- Defines educational and learning offering requirements, creates deliverables and promotes the inclusion of the materials into the education programs that will effectively convey critical knowledge and expertise within the healthcare philanthropy industry
- Collaborates with subject matter experts (SME's) to ensure accuracy and relevancy of industry course content
- Designs and develops new solutions based on member, industry and internal education needs
- Assists in providing new education/learning products to accelerate growth and expand the Association's reach throughout the healthcare philanthropy industry
- Manages resources and budgets with appropriate discretion, ensuring the monitoring of expenses against approved budget
- Collaborates with marketing/communications team in producing appropriate marketing content for education program offerings
- Provides expert guidance while working with volunteer leadership and committees to ensure the development of education priorities, policy and content
- Responsible for all managerial responsibilities associated with supervising the Education Coordinator position

Secondary Duties:

- Works on special projects and other duties as required helping to promote 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.
- Experience in ability to plan and implement instructional programs for adult learners
- Minimum of 2 years of management/supervision experience preferred

Essential Skills/Knowledge:

- Strong knowledge in instructional design
- Delivery and development of education programs
- Capability of managing learning management platform
- Expertise in all major business software applications (Adobe Creative Suite, Microsoft Office Suite, Citrix go to Webinar etc.)
- Outstanding command of the English language
- Significant communication skills in written and verbal formats; showcases clear and concise manner. Good presentation skills
- Strong proficiency in project management to effectively manage schedules and deadlines for ongoing initiatives
- Experience with Accreditation programs
- Fluency in 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-initiator, versatile and assumes risk with responsibility

Essential Competencies & Behaviors:

- Demonstrative abilities in collaborative team building and consensus
- Ability to maintain good rapport with all departments
- High level demonstration of detail orientation
- Ability to cope within a fast-paced work environment
- Ability to manage multiple projects with minimal supervision
- Ability to understand the importance of the position for the success of the business
- Demonstrates a willingness to embrace change and adapt strategies as needed
- Strong desire to continue to learn and seek out new and exciting content
- Self-motivated, member focused, and capable of building business partnerships
- Demonstrated ability to be innovative and solutions-based
- Ability to elicit cooperation and collaboration from a wide variety of sources