

Massachusetts League of Community Health Centers, Inc.

Position Description

June 2017

Title: Senior VP of Professional Development and Member Advancement

The Organization: Established in 1972, the Massachusetts League of Community Health Centers ("the League") is a non-profit, statewide association representing and serving the needs of the state's 50 community health center organizations with more than 300 total access sites. Its mission is to provide leadership to their members in achieving their goals and to promote accessible, quality, community-responsive health care. The League serves as an Information Source on community-based health care to policymakers, opinion leaders and the media and provides a wide range of technical assistance to its members and communities, including analysis, training and education, workforce development, information technology development and support to expand health access.

Summary: The Senior VP of Professional Development and Member Advancement reports to the President and CEO and is responsible for the design, planning, and implementation of a wide variety of education, technical assistance, learning collaboratives and developmental programs that benefit the community health center movement.

Essential Functions

1. Design periodic assessment of member needs, compile results
2. Oversee workforce training and development annual calendar and lead development of MLCHC annual conference
3. Design proposals and implement projects and programs addressing member needs
4. Serve as MLCHC curriculum architect and resource infrastructure developer
5. Serve as chief learning officer, talent developer, and business interface representative
6. Oversee all learning design and implementation, instructional processes, and business plans
7. Serve as workforce advancement officer for members and MLCHC
8. Serve as evaluation research design officer
9. Design and oversee program and project evaluation
10. Lead staff towards successful implementation of certificate education programs, monetize projects and programs
11. Develop and oversee assigned program and project budgets
12. Other responsibilities as assigned

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Competencies

1. Program design
2. Training, education, and technical assistance implementation
3. Familiarity with professional health care certifications
4. Program certification
5. Business plan development
6. Program research and evaluation

7. Contract and grants management

Supervisory Responsibilities

This position will manage and support

1. Assigned staff
2. MLCHC Committees and Task Forces

Education: Master degree and other educational certifications preferred