

January 6, 2021

California Academy of Family Physicians



CALIFORNIA ACADEMY OF
FAMILY PHYSICIANS
STRONG MEDICINE FOR CALIFORNIA

Position: **Manager, Professional Development**
Reports to: Vice President of Education
Location: Sacramento / 100 percent virtual during pandemic; in-office or combination afterward
Salary: Competitive salary commensurate with experience and skills

The California Academy of Family Physicians (CAFP) seeks a motivated, adaptable, team-oriented professional to work with the Vice President of Education to develop, implement and evaluate educational and leadership programs. This position requires someone who is creative and can also track and manage details. Strong writing skills are essential.

ABOUT US

CAFP is a nonprofit membership association with 11,000 family physician and medical student members across the state. Our mission is to empower, educate and connect current and future family physicians to improve the health of all Californians. To achieve this mission, we advocate on behalf of family physicians, support them in practice with educational products and services, and foster community by connecting family physicians with one another.

CAFP is an organization that respects and promotes diverse perspectives and experience, and supports professional development.

ESSENTIAL RESPONSIBILITIES:

Program development and implementation: All aspects of program and project development, from developing an idea and identifying a potential funder to developing budgets, activities, and work plans.

- Help identify/solicit financial supporters and research/write project grants and funding requests.
- Work with collaborators, funders and faculty to develop and manage accredited and non-accredited activities (identifying learning format, developing and hosting content/tools and marketing products), ensuring compliance with accreditation rules when applicable.
- Execute an outcomes evaluation strategy and analyze/prepare outcomes reports.
- Help manage online Learning Portal (familydocs.org/campus/), including Homeroom (Ethos) Learning Management System (LMS) where CME activities reside.
- Explore eLearning teaching methods, tools and resources to improve individualized learning.
- Ensure compliance with accreditation standards, including continuous auditing of all activity files and templates.

General:

- Incorporate updates and changes into the CME process, templates and internal policies.
- Answer CME questions, keeping up with educational trends/needs and learning principles.
- Develop learner interest and engagement in CAFP activities by effectively communicating with prospective learners via various communications channels (website, social media, etc.).

REQUIRED COMPETENCIES:

Excellent Written and Verbal Communication: Organizes written communications clearly and produces written products that are free of errors and comply with CAFP writing guidelines. Can present compelling and organized verbal information.

Time Management and Organization: Effectively manages one's time and resources to ensure work is completed accurately and efficiently; sets high standards of performance; creates and executes against project timelines based on priorities, resource availability, and other requirements (i.e., budget); and effectively evaluates planned approaches, determines feasibility, and adjusts when needed.

Accountability: Accepts full responsibility for self and contribution as a team member; displays honesty and truthfulness; confronts problems quickly; displays a strong commitment to organizational success; demonstrates a commitment to family medicine and primary care.

Collaboration/Teamwork: Interacts with others to accomplish shared goals; treats others with dignity and respect and maintains a friendly demeanor; values the contributions of others; takes action to achieve goals beyond what is required and is proactive.

Creativity and Innovation: Applies creative problem-solving skills to develop solutions to problems; recognizes and demonstrates the value in taking "smart" risks and learning from mistakes; develops multiple alternatives and understands the feasibility of each; effectively shares and implements ideas. Generates innovative solutions in work situations; tries different and novel ways to deal with work problems and opportunities.

Customer Focus: Ensuring that the high member satisfaction is a driving force behind all we do.

Continuous Learning: A drive for innovation and growth, and excitement to learn and progress.

POSITION REQUIREMENTS

- Advanced Degree in public policy, public health, adult education, non-profit management, or relevant degree, or at least 10 years experience in a similar position.
- Project and process management experience required; within the health care, medical education, or other education setting highly preferred.
- Experience developing innovative programs/products/solutions.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint).
- Demonstrated ability to produce high-quality materials including reports and summary information.
- Ability to travel when necessary.

PREFERRED QUALIFICATIONS

- Experience in primary care, health care and/or medical technology.
- Experience developing adult education initiatives.
- Knowledgeable of the current guidelines and criteria of the ACCME and AMA.
- Understand performance and quality improvement-based continuing education.
- Familiar with use of Learning Management Systems (LMS).
- Familiar with use of content development tools (i.e., Articulate, Adobe Presenter, or Captivate).

To apply, send your cover letter, salary request, and resume to jobs@familydocs.org.