

## CALIFORNIA ACADEMY OF FAMILY PHYSICIANS

**Position title:** Vice President, Education and Professional Development

**Status:** Exempt

**Reporting to:** CEO

**Location:** Sacramento

**Salary:** Competitive salary commensurate with experience and skills.

California Academy of Family Physicians (CAFP) seeks a collaborative, mission-driven senior level leader to serve as Vice President, Education and Professional Development. Reporting to the CEO, this role oversees all aspects of CAFP's educational work and partners closely with physician leaders to develop and implement an integrated, equity-focused educational strategy. The Vice President brings demonstrated experience managing programs, faculty, committees, vendors and other stakeholders engaged in CME and continuing professional development, and excels at building strong relationships with collaborative partners, funders, and industry supporters. The successful candidate is an adaptable leader who can manage multiple priorities, pivot as needed, and thrive in a dynamic environment.

This position reports directly to the CEO and leads a team of one to three direct report staff and/or consultants and works closely with physician member volunteers across the state. This is a Sacramento-based position with a hybrid schedule; employees are expected to work on-site a minimum of three days per week.

The role begins no later than July 2026 and includes a three-month overlap with the outgoing Vice President to support a smooth transition. Qualified candidates should send a resume and cover letter to [jobs@familydocs.org](mailto:jobs@familydocs.org).

### **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. Our strategic directives guide all aspects of our work: advancing payment reform and system transformation; developing and diversifying the family medicine workforce; championing public health, health equity, and evidence-based medicine; and supporting member wellness and joy in medicine.

This role offers the opportunity to shape statewide and national education efforts within the largest AAFP state chapter, widely recognized for innovative and impactful programming.

## **RESPONSIBILITIES**

### **Educational Program Development & Management**

- Oversee CAFP's educational programs and activities, including the annual clinical meeting (Family Medicine POP!), regional events, grant-supported education initiatives, and virtual and hybrid offerings.
- Contribute to the identification, development, and solicitation of grant funding to support CAFP's educational programming, working collaboratively with internal and external partners.
- Develop and lead educational initiatives, including pre- and post-award grant development and management, faculty management, curriculum development, education format and placement, marketing coordination, project management, budget development and reconciliation, and outcomes reporting.
- Lead all aspects of program oversight, from budgeting and grant management to meeting logistics and faculty support.

### **Education Strategy, Quality & Evaluation**

- Work with the CEO, senior staff, and physician leaders to develop an education strategy for CAFP that uses evidence-based methodologies to analyze education trends and advance the organization's strategic directives.
- Establish key measures to gauge the success and impact of CAFP educational programming and activities.
- Participate in curriculum development activities, including the incorporation of evidence-based recommendations and guidelines, adult learning principles, and cultural- and linguistic support aligned with California's diverse communities.
- Ensure CAFP's compliance with ACCME and AAFP rules and regulations for accreditation.

### **Learning Management Systems & Educational Infrastructure**

- Oversee all aspects of CAFP's Learning Management Portal (Ethos), including content posting, registration, marketing coordination, and outcomes reporting.
- Support effective use of educational technology to enhance learner engagement and program evaluation.

### **Organizational Responsibilities**

- Help select, support, and manage physicians serving on CAFP's 15-member Education oversight committee, the Committee on Continuing Professional Development (CCPD).
- Develop and present summary information and recommendations from the CCPD to the CAFP Board of Directors.
- Collaborate across departments, including working closely with the Communications Department to support promotion of educational and professional development programming.

- Develop and manage the education section budget, ensuring appropriate oversight and reconciliation.
- Work with auditors and internal partners to ensure sound fiscal oversight and compliance.
- Market CAFP's educational and professional development programming through written and verbal presentations, newsletters, social media, and other channels.
- Represent CAFP at meetings, conferences, and partner events in California and nationally; some travel required.

## **REQUIREMENTS**

- A Bachelors' degree is required. An advanced degree in public health, education, health administration or a related field is preferred.
- At least 8+ years of relevant experience in education, including continuing medical education, continuing professional development, adult learning, or comparable fields.
- Experience in budget management, grant development and project oversight.
- Experience effectively managing, coaching and developing staff to deliver excellent results.
- Proficiency with basic office software products including Word, Excel, Power Point, Google's suite of office products and the Ethos Learning Management System.
- Excellent written and verbal communication, including experience in public speaking and outstanding writing/editing skills.
- Able to address multiple simultaneous demands while maintaining a solutions-oriented, collaborative approach.
- Ability to think strategically and deliver tactically, including leading the creation and effective execution of communications strategies with demonstrable results.
- Strong interpersonal skills including the ability to interface with staff and physician members and build trusting, inclusive relationships.
- Proven creative initiative and leadership skills for collaborative team projects.
- Experience in healthcare, public health, or medical education preferred; candidates with strong education leadership backgrounds from other sectors are encouraged to apply.
- Commitment to public health, health equity, and ensuring that education supports diverse learners across California's communities.

## **COMPENSATION**

Salary range: \$125,000 – 160,000, commensurate with experience, plus a comprehensive benefits package and potential annual bonus. Professional development support is offered. A relocation allowance of up to \$10,000 is available.