

## Position Description

<b>Job Title</b>	Vice President, Professional Growth
<b>Category</b>	VP
<b>Level</b>	Senior
<b>Reports to</b>	Chief Legal Officer
<b>Date</b>	12/4/2023
<b>Purpose Statement</b>	
<p>The Vice President, Professional Growth leads NCMS (North Carolina Medical Society) strategy to stimulate health system environmental changes that improve the daily lives of its members through the North Carolina Clinician &amp; Physician Retention &amp; Wellbeing Consortium (NCCPRW) and grows the next generation of NC leaders by providing programming under the umbrella of the Kanof Institute for Physician Leadership (KIPL). In this effort, the VP, Professional Development plans, directs, and executes executive education and/or professional level courses or programs designed for adult learners in healthcare. The Vice President, Professional Development represents the NCMS and NCMSF with external entities with similar missions.</p> <p>The VP, Professional Development can clearly articulate ideas; is an instinctive collaborator who values teamwork and the input of others; has strong analytical and problem-solving skills; and is a creative visionary with a passion for mission-driven organizations.</p>	
<b>Qualifications</b>	
Supervises	<ul style="list-style-type: none"> <li>• Manager, KIPL</li> <li>• Coordinator, KIPL</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Min. 10 years' experience in adult learning and/or executive education with at least 5 years in a strategic leadership role. [OBJ]</li> <li>• Demonstrated knowledge of best practices in curriculum design, adult learning principles, methods, and assessment strategies.</li> <li>• Hands-on experience with project management, budgeting, organizing, and executing adult learning and executive education.</li> <li>• Experience recruiting and managing subject matter experts (SME) to develop accurate, relevant content.</li> <li>• Demonstrated facilitation skills.</li> <li>• Strong written, presentation, and interpersonal communication skills.</li> </ul>
Education	Minimum bachelor's degree with at least ten years of employment in Education, Learning and Development, Organizational Psychology, or related field. Or a master's degree in Education, Learning and Development, Organizational Psychology, or relevant field with at least five years of employment. Doctoral degree in relevant field helpful.

Technology	Microsoft Office software (Word, Excel, Outlook, Teams, PowerPoint). Experience with membership database systems (Raiser's Edge) and Learning Management Systems desirable.
<b>Key Result Areas</b>	
Primary Responsibilities	<ul style="list-style-type: none"> <li>• Lead a team accountable for start-to-finish program execution, including planning, budgeting, implementation, and evaluation of Professional Growth programs, including flagship KIPL programs (Leadership College, Healthcare Leadership and Management, Future Clinician Leadership) and new program development. [OBJ]</li> <li>• Consult with the Board of Directors/Board of Trustees (BOD/BOT), Faculty, and other subject matter experts to identify program objectives, standards, and requirements to design relevant course content, deliver content and report program outcomes.</li> <li>• Oversee and direct all programs related to the North Carolina Clinician and Physician Retention &amp; Well-being Consortium.</li> <li>• Lead participant recruitment efforts, developing and executing program marketing, recruitment, and outreach strategy.</li> <li>• Collaborate with other NCMS Teams to plan and develop communication and marketing strategies regarding Department initiatives. [OBJ]</li> <li>• With Executive Team, direct internal organizational development programming for staff.</li> <li>• Attend Board of Directors and Board of Trustees meetings as requested.</li> <li>• Develop and monitor department budget, including strategies to ensure future sustainability and program growth. [OBJ]</li> <li>• Track innovations in the learning and professional development space and analyze participant feedback to improve programs and content. [OBJ]</li> <li>• Develop positive external relationships with academic institutions, healthcare organizations, medical practices, etc.</li> <li>• Perform other duties as assigned by the Executive Vice President or other appropriate administrator.</li> <li>• Occasional evening and weekend meetings and overnight travel required to fulfill programming needs across the state.</li> </ul>
<b>Team Leadership</b>	
<ul style="list-style-type: none"> <li>• Manage and motivate members of the Professional Growth Department team to foster collaboration and to achieve goals as outlined in the NCMS Strategic Plan.</li> <li>• Delegate to team members based on individual strengths and skills.</li> <li>• Provide consistent and individualized coaching and performance feedback as needed.</li> <li>• Utilize Teamflect for establishing clear goals and evaluating employee performance.</li> <li>• Support an inclusive working environment that is free from discrimination and harassment.</li> <li>• Collaborate across teams to educate staff on the Professional Growth Department priorities and to identify areas for shared goal accomplishment.</li> <li>• Actively participate in and provide support for the NCMS membership recruitment and retention efforts. Specific recruitment requirements may be assigned from time to time by the Executive Vice President based on Society membership goals and objectives.</li> </ul>	

### Strategic Commitment

- A. Understand NCMS Enterprise vision, mission, goals, and values.
- B. Actively promote NCMS Enterprise to members, non-members, and other stakeholders.
- C. Support an environment that encourages teamwork; open, honest, and respectful communications; and where every team member is valued and accountable.

### Growth Opportunities

This position has 3 levels: experienced, advanced, and senior. Progression through the levels is dependent on years of experience, performance, and skill development and the following:

- Education: *Example:* seeking additional education and training relevant to their job responsibilities
- Experience: *Example:* years of relevant work experience, relevant skill development, level of sophistication in decision making (low, shared, independent).
- Responsibility: *Example:* able to do all that is expected, willing and able to assist others, taking on new responsibilities.
- Performance: *Example:* are you not meeting, meeting, or exceeding your goals.
- Tools for growth include the Insights Discovery psychometric tool and participation in GROW@NCMS.

**Employee Signature**

**Date**