

Job Title: Manager, Professional Growth

Location: Raleigh, NC

Reports To: Executive Director, NCCPRW/Vice President, Professional Growth

Position Type: Full-time, hybrid

Supervisory Responsibilities: Individual Contributor

Work Schedule: 37.5 hours/week Monday – Friday and based on project needs

Classification: Exempt

Travel: N/A

Purpose Statement: This position manages the *North Carolina Clinician and Physician Retention and Well-being (NCCPRW) Consortium* within the **Professional Growth** department. The manager assists in the identification, development, implementation, and analysis of strategies to reduce stress and improve well-being among the healthcare workforce at the individual, organizational, and state level. In addition, the NCCPRW Manager stays abreast of research and trends within the area of healthcare workforce well-being. To be successful in this role, you should have critical thinking skills, a solid understanding of program management, and the ability to align program initiatives with the program mission. In addition, the manager will have responsibilities within the Professional Growth department.

Primary Responsibilities:

- Responsible for the management and program progress of the NCCPRW Consortium within the Professional Growth department
- Helps to develop short-term and long-term strategies that are aligned with the NCCPRW Consortium's goals
- Assists the Executive Director, NCCPRW/Vice President, Professional Growth in developing and implementing the overall strategic plan and goals of the NCCPRW Consortium
- Establishes performance goals and measures to evaluate success of assigned area of responsibility
- Conducts research and attends learning sessions, workgroups, and conferences when needed to stay abreast of trends related to the well-being of the healthcare workforce
- Organizes annual educational conference sessions, including logistics, guest speakers, talking points, agendas, PowerPoints, etc.
- Serves as a point of contact for the NC Clinician and Physician Retention and Well-Being Consortium (NCCPRW); managing all communication, including meeting minutes, agendas, and next steps
- Develops messages for the NCCPRW Consortium's external stakeholders, the Consortium members, the Steering and Working Committees, and the Board of Directors
- Serves as the NCCPRW Consortium's liaison with our primary partners
- Manages resource allocation for the NCCPRW Consortium and the Professional Growth department; Handles invoices and expenses
- Prepares marketing and communication material (for internal and external purposes) for the NCCPRW Consortium and the Professional Growth department

- Responsible for maintaining an inclusive working environment that is free from discrimination and harassment
- Performs other duties as assigned by the Executive Director, NCCPRW/Vice President, Professional Growth or other appropriate administrator
- Serves as a secondary contact for all in-person and virtual Professional Growth Learning Sessions

Qualifications:

- Work experience as a Program Manager or similar role
- In-depth understanding and experience with overseeing and coordinating a group of related projects, ensuring that they work together to achieve the larger programmatic goal
- Excellent communication skills, both verbally and in written form.
- Must be well-organized, detail-oriented, and able to balance multiple projects. Time management and the ability to work well under pressure and anticipate needs in advance are desirable.
- Associates, Bachelors, or relevant work experience.
- Proficiency with CRM software and Microsoft Office Suite.

Physical Demands:

	Regularly	Frequently	Occasionally
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/Carrying at least 20lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling/Touching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision – close, peripheral, depth, ability to adjust focus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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