



Director of Professional Learning & Facilitation

Exempt Position

About RMC Health

We believe that healthy young people are more successful in school and in life. That's why we partner with passionate advocates for the whole child to help them improve their practice. Every day, we provide professional learning and capacity-building that helps wellness champions transform their knowledge and skills into effective school health programs and policies, so students of every background and identity can live their best lives.

Overview

The Director of Professional Learning & Facilitation leads the overall program strategy, delivery, and evaluation of all of RMC Health's programs and services. The Director leads a team of professional learning facilitators to successfully provide high-quality professional learning experiences for a broad range of clients and works with the CEO to expand this work to add new subjects, content, and clients. Additionally, the Director oversees the entire proposal and contract process from submission to execution. The Director is also responsible for serving as an ambassador and representing RMC Health at conferences and speaking engagements. This position reports to the CEO.

Key Duties and Responsibilities

- Provide team leadership
 - Hire, coach, support, and manage the professional learning facilitators (PLFs) (including Lead PLFs, PLFs and contract PLFs).
 - Set goals and objectives.
 - Provide ongoing feedback with and amongst team.
 - Document knowledge management guides and prepare succession planning.
 - Understand and effectively source the team for greatest impact by ensuring projects are appropriately staffed.
 - Be able to step in to support projects as needed.
- Drive high-quality programs and services
 - Externally, work with clients to build and maintain strong relationships.
 - Oversee all proposals and contracts, successfully converting proposals into contracts and ensuring delivery of all objectives and deliverables.
 - Strategic thought partner to the CEO to enhance or innovate program/service offerings.
 - Ensure effective and efficient internal operations and workflows for optimal effectiveness.



Healthy Schools Start Here



- Oversee all program evaluations in-house and/or with external evaluators.
 - Provide client services support as needed.
- Manage the programs and services budget
 - Provide oversight and regular updates to CEO.
 - Ensure timely payment on contracts.
 - Budget tracking is complete and accurate.
 - Oversee all grants, ensuring complete and accurate invoicing.
 - Monitor grant databases for appropriate grant opportunities.
- Other duties as assigned/ needed.

Experience, Knowledge, and Skills

- Project management skills.
- Strong track record of leadership/ management.
- Relationship building and management.
- Strategic planning.
- Familiarity with designing trainings for adult learners.
- Familiarity with school and government funding.
- Consulting/ client services.
- Experience working in organizational development.
- Ability to partner with all members of the organization in both strategic and tactical matters to further the mission and strategies of the organization.
- Knowledge of best practice and emerging trends in training and facilitation.
- Superb written, facilitation, presentation and interpersonal communication skills.
- Strong planning and execution skills, driven to produce on time, with excellent quality and within budget.
- Ability to efficiently manage multiple tasks with accuracy and respond to changing priorities.

Competencies

- You see obstacles as opportunities and you seek to provide solutions whenever possible.
- You demonstrate a learning mindset with a focus on continuous improvement and growth.
- You demonstrate a high level of emotional intelligence.
- You have an ability to hold multiple perspectives and the skills to foster relationships.
- You are able to accept and give feedback freely and honestly.
- You possess a team-based collaborative interpersonal style, effective with all levels of employees, partners, and clients.



Healthy Schools Start Here



- You are able to thrive with minimal direction and supervision in potentially ambiguous and changing environments.

Qualifications

- Master's degree in relevant field with a minimum of seven years' experience; Bachelor's degree with ten years' experience.
- Experience working in an educational setting (e.g. school, school district, state education agency), public health, or nonprofit/community based organization.
- Significant knowledge and/or experience in school health, public health, professional learning, or related field.
- Ability to travel, as needed, in-state and out-of-state.

Compensation and Location

Pay for this position is commensurate with qualifications and experience and begins at \$90,000 annually. RMC Health offers a competitive compensation and benefits package, including medical, dental, and disability insurance coverage, 401(k) retirement saving plans with employer match, wellness stipend, and a generous holiday/paid-time-off policy. RMC's office environment is relaxed and a culture of accountability allows for significant workplace flexibility. Remote employment with the ability to travel when needed is acceptable.

To apply

Send resume and cover letter to employment@rmc.org.

RMC Health is an equal opportunity employer. RMC Health will not discriminate in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment, against any employee or job applicant, on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.



Healthy Schools Start Here