



**IMMEDIATE OPENING**

**TITLE:** Director, Professional Development

**REPORTS TO:** Chief Executive Officer

**FLSA CLASSIFICATION:** Full-time/Exempt

**POSITION SUMMARY**

The Director, Professional Development is responsible for executing SOPHE’s strategic planning goals for pre-service and in-service education. This position works with SOPHE committees to plan, implement, and evaluate SOPHE’s annual conference (in-person or virtual); oversees the development, delivery and evaluation of revenue-generating online learning; and strategically advances the continuing education of members and health professionals. This position has supervisory responsibility.

**CULTURE/BENEFITS**

Full-time position at a dynamic, growing organization with 70+ years of nonprofit brand excellence. Headquarters at Union Station (Amtrak/VRE/MARC/Metro) with hybrid/telework option. Comprehensive benefits package, including observance of 12 paid holidays and additional PTO, up to 4% 401K match with immediate vesting, strong health benefits package, and support for continuing education.

<b>FTE %</b>	<b><u>Specific Responsibilities</u></b>
<b>50%</b>	<p>Work with the elected SOPHE Trustee and Planning Committee to plan, implement and evaluate SOPHE’s annual conference to meet members’ needs and financial objectives.</p> <ul style="list-style-type: none"> <li>▪ Identify meeting theme &amp; subthemes, solicit call for abstracts, and manage online abstract management system, and communicate with potential presenters, proposal reviewers, and other key stakeholders.</li> <li>▪ In conjunction with CEO, determine conference delivery (face/face or hybrid) in concert with conference budget; monitor revenue and expenses, and take corrective action to meet financial goals.</li> <li>▪ Oversee vendors to design preliminary and final conference programs.</li> <li>▪ Oversee online conference registration, i.e., setup and testing of online system</li> <li>▪ Manage logistics, contractors, volunteers, and staff involvement in event.</li> <li>▪ Work with SOPHE staff to execute involvement of exhibitors and sponsors, e.g. exhibit floor plan; coordination with shipping company/hotel to deliver exhibit materials; sponsorship fulfillment according to agreements</li> <li>▪ Work with SOPHE staff to organize annual awards ceremony, all member business meeting and other committee meeting logistics</li> <li>▪ Partner with communications team to coordinate meeting promotion, including workshop marketing and meeting program.</li> <li>▪ Track metrics and analyze evaluations, recommend future professional development.</li> <li>▪ Staff site selection committee, to solicit and review site recommendations for future conferences. Conduct site inspections for meeting locations and participate in the site decision-making process. Work with external meeting contractor &amp; CEO to negotiate and confirm all facilities’ and support service contracts.</li> </ul>



<p><b>25%</b></p>	<p>Work with Professional Development Committee to develop, implement and evaluate distance education offerings to meet needs of members’ and target audiences (e.g., CHES®/MCHES®, CPH)</p> <ul style="list-style-type: none"> <li>▪ Analyze data from SOPHE surveys, chapter surveys, and professional development activity evaluations to determine learners’ needs, in concert with profession-wide competencies.</li> <li>▪ Oversee SOPHE’s Manager of Professional Development to provide online learning opportunities (i.e., webinars, journal self-studies, meeting bundles) in SOPHE’s LMS.</li> <li>▪ Working with SOPHE committees or subject matter experts, develop online courses; oversee continuing education (CE) content and development as needed; coordinate instructional design.</li> <li>▪ Oversee distance education marketing and track budget/success of CE programs.</li> </ul>
<p><b>15%</b></p>	<p>Oversee organization, functionality and evaluation of SOPHE’s LMS in accordance with industry standards and SOPHE budget.</p> <ul style="list-style-type: none"> <li>▪ Track metrics and feedback of users as well as financial ROI and report regularly to SOPHE CEO/Board</li> <li>▪ Manage vendors to keep LMS site functioning at optimal performance</li> </ul>
<p><b>10%</b></p>	<p>Serve as member of the SOPHE leadership team responsible for ensuring the organization’s strategic objectives are met.</p> <ul style="list-style-type: none"> <li>▪ Supervise professional development staff.</li> <li>▪ Meet with senior management team to discuss strategic initiatives and management issues.</li> <li>▪ Provide periodic reports on SOPHE’s accomplishments related to profession development to SOPHE Board.</li> <li>▪ Other duties as requested.</li> </ul>

**QUALIFICATIONS**

- Minimum of a bachelor’s degree in public health, health education/promotion, adult professional development, instructional design. Master’s degree and CHES® preferred.
- 5 or >years of progressive meetings management experience for conferences of approximately 800+ persons and experience in negotiating, executing and managing contractor agreements.
- Experience with curriculum development, instructional design and the application of adult learning principles including knowledge of e-learning software and Learning Management System (LMS) administration
- Experience within a nonprofit membership association setting, ideal.

**ABILITIES**

- Hands-on experience in one or more association and learning management systems or other complex databases as well as Microsoft Office Suite and, Adobe Acrobat.
- Strategic thinker with strong analytical and problem-solving skills.
- Strong oral and written communication skills.
- Demonstrated ability to work independently on multiple projects simultaneously, establish priorities, create and maintain production schedules, and meet deadlines, along with a proper balance of assertiveness, diplomacy, and discretion.
- Detail-oriented and organized.



**FORWARD RESUME TO:** [hrexec@sophe.org](mailto:hrexec@sophe.org) SOPHE is an equal opportunity employer. No phone calls.

**ABOUT SOPHE**

SOPHE is a dynamic, nonprofit organization of health promotion researchers, faculty, practitioners, and students at the National level and in more than 20 chapters. Founded in 1950, SOPHE’s mission is to support health education and promotion leaders to advance health equity and healthy communities across the globe. SOPHE stimulates research on the theory and practice of individual and population health; promotes standards for professional preparation of health educators; provides continuing education of the health promotion workforce; and advocates for policy and legislation to promote the public’s health. SOPHE is the only independent professional organization devoted exclusively to health education and health promotion.