



IMMEDIATE OPENING

TITLE: Director, Professional Development

SOCIETY FOR PUBLIC HEALTH EDUCATION (SOPHE)

SOPHE is a nonprofit, independent professional association representing a diverse membership of nearly 4,000 health education professionals and students in the United States and 25 international countries. SOPHE members work in schools, universities, voluntary organizations, health care settings, worksites, and local, state, and federal government agencies. Our Mission is to support leaders in health education and promotion to advance healthy and equitable communities across the globe.

POSITION SUMMARY

The Director of Professional Development will lead the expansion, creation, management, and delivery of a strong curriculum of professional development programs and related events for SOPHE, increasing SOPHE's educational portfolio under strategic planning guidance. SOPHE offers both in-person and virtual learning opportunities through a variety of platforms. This position works with SOPHE's committees to plan, implement, and evaluate the annual conference (in-person or virtual) and other education-related events; oversees the development, delivery, and evaluation of revenue-generating online learning; and strategically advances the continuing education of members and health professionals. The Director will work closely with subject matter experts, volunteer member committees, staff, and other stakeholders to deliver exceptional quality programs and courses. This position reports to the Chief Executive Officer and is a part of the Senior Management team.

SPECIFIC RESPONSIBILITIES

- Work with the elected SOPHE Trustee and Planning Committee to lead, plan, implement and evaluate SOPHE's annual conference to meet members' needs and financial objectives.
- Work with Professional Development Committee to develop, implement and evaluate distance education offerings to meet the needs of members and target audiences (e.g., CHES®/MCHES®, CPH)
- Oversee organization, functionality, and evaluation of SOPHE's LMS in accordance with industry standards and the SOPHE budget.
- Serve as member of the SOPHE's Senior leadership team responsible for ensuring the organization's strategic objectives are met.
- Manage logistics, contractors, volunteers, and staff involved in the event.
- Supervise professional development staff.
- Track metrics and analyze evaluations, recommend future professional development.
- Lead SOPHE staff to organize annual awards ceremony, all member business meetings, and other committee meeting logistics.
- Provide periodic reports on SOPHE's accomplishments related to professional development to SOPHE Board.
- Other duties as requested.



QUALIFICATIONS

- Minimum of a bachelor's degree in Instructional Design, Training & Development, Adult Learning, Project Management, or equivalent practical experience, required.
- Master's degree in Public Health and CHES®, preferred.
- 5+ years of experience in planning professional development programs in an Association/Nonprofit environment and knowledge of effective adult learning and development methods, ideal.
- Management experience with growing conferences, 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 is ideal.
- Hands-on experience in one or more association and learning management systems or other complex databases and Microsoft Office Suite and Adobe Acrobat.

ABILITIES

- 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, meet deadlines, and a proper balance of assertiveness, diplomacy, and discretion.
- Detail-oriented and organized.
- Capacity to mentor staff.

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, robust health benefits package, and support for continuing education.

FOR CONSIDERATION AND TO APPLY TO THIS POSITION

Please submit your resume and cover letter outlining how your experiences meet the position's qualifications with salary expectations to: hrexec@sophe.org
SOPHE is an equal opportunity employer. No phone calls.

ABOUT SOPHE

SOPHE is a dynamic and fast-paced nonprofit organization. Our members are health promotion researchers, faculty, practitioners, and students at the National level and in more than 20 chapters. 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.