

## **Senior Manager, Leadership Programs**

**Reports to:** Senior Director, Communications and Development

**Classification:** 32 hours per week (0.8 FTE), exempt

**Location:** This position is 100% remote and located in the United States

The senior manager of leadership programs will play a strategic role in advancing NCHL's flagship Leadership Excellence Networks (LENS) program as well as the National Council on Administrative Fellowships (NCAF) program. This individual will be responsible for the overall vision, direction, and execution of initiatives that enhance organizational development; human resources; and healthcare leadership development among member organizations. The ideal candidate will be a thought leader with significant expertise in healthcare leadership development and experience working within a US health system or for an association of US health systems.

### Key Responsibilities

#### *Strategic Leadership & Program Oversight*

- Provide thought leadership to shape the strategic direction of LENS and align with emerging trends in healthcare leadership development, talent management, and organizational development
- Lead the LENS Steering Committee and five councils and ensure that initiatives and programming are innovative, data driven, and impactful
- Oversee the NCAF program, including its Steering Committee and associated leadership groups
- Serve as the primary staff lead and point of contact for the LENS and NCAF programs and ensure that both programs are responsive to industry trends and member needs
- Develop and execute strategies to enhance member engagement, program expansion, and the visibility of the LENS and NCAF programs
- Supervise and mentor program staff, including a program coordinator, to ensure effective execution of initiatives and seamless program operations

#### *Member Engagement & Business Development*

- Engage with members to assess their leadership development needs while facilitating knowledge sharing and collaboration across healthcare organizations
- Drive member recruitment, retention, and satisfaction efforts to drive program growth and engagement
- Oversee the development of the quarterly LENS Executive Briefing and other program communications while working closely with program staff to enhance content strategy
- Support marketing and outreach efforts to position the LENS and NCAF programs as essential leadership development resources within the healthcare industry

### *Research & Thought Leadership*

- Lead and contribute to the annual NCAF benchmarking project as well as other benchmarking initiatives, providing insights to inform best practices in healthcare leadership development
- Represent NCHL at industry events, conferences, and speaking engagements, strengthening NCHL's role as a thought leader in the healthcare leadership development; talent management; and organizational development spaces

### *Program Development & Execution*

- Spearhead new programmatic initiatives and partnerships that advance leadership excellence in healthcare
- Collaborate with internal and external stakeholders to develop innovative learning opportunities, assessments, and resources for members
- Co-lead planning and execution of in-person conferences and virtual events while ensuring alignment with member interests and industry needs
- Oversee the development of leadership assessments, coaching programs, and professional development offerings

### *Budget & Operational Management*

- Develop and manage sustainable, growth-oriented annual budgets for the LENS and NCAF programs
- Provide regular oversight of financial performance by working with senior leadership to align budgetary decisions with strategic priorities

### Qualifications & Skills

- *Education:* Master's degree strongly preferred in healthcare leadership development, organizational development, human resources, healthcare administration, or a closely related field
- *Experience:* Minimum of seven years of relevant experience in healthcare leadership development, talent management, healthcare administration, or organizational development
- *Expertise:* Deep subject matter expertise in leadership development, talent management, human resources, and organizational development within US health systems
- *Strategic Thinking:* Ability to develop and execute high-impact strategies that support leadership and talent development across healthcare organizations
- *Program Leadership:* Proven ability to lead complex programs, manage multiple stakeholders, and drive meaningful outcomes
- *Relationship Management:* Strong interpersonal skills with the ability to build relationships and influence decision makers at all levels
- *Communication Skills:* Exceptional verbal and written communication skills when engaging with members, facilitating discussions, and driving program initiatives



- *Business Development:* Experience with membership growth, recruitment, and engagement strategies
- *Technical Proficiency:* Proficiency in Microsoft Office, Zoom, MS Teams, and other virtual collaboration tools
- *Travel:* Ability to travel occasionally for conferences and meetings across the US approximately once per quarter

This role presents a unique opportunity for an innovative leader to drive the evolution of NCHL's leadership programs and enhance their impact on the future of healthcare leadership development.

#### Remote Office Expectation

All NCHL personnel are entirely remote. This position requires the employee to use their personal cell phone with a data plan and home Internet. A set monthly stipend is provided.

#### Salary

\$57,600–\$71,200 (reflecting 0.8 FTE) + benefits. This role is classified as exempt under the Fair Labor Standards Act and is therefore not eligible for overtime pay. Exact work schedules can be flexible; however, this position is expected to work 32 hours (four days) per week.

#### Apply

Please send your resume and cover letter to Meghan Nousaine at [mnousaine@nchl.org](mailto:mnousaine@nchl.org) for consideration. Applications will be accepted on a rolling basis.

#### About NCHL

Established in 2001, the not-for-profit NCHL is widely recognized as the premier source for evidence-based healthcare leadership practices, cultivating communities for peer collaboration across organizations, and collectively developing industry models and benchmarks to improve healthcare. NCHL is an Equal Employment Opportunity Employer.