

The Health Management Academy, Inc.

(The Academy)

The Health Management Academy (The Academy) is a knowledge-based company exclusively for the executives of the largest integrated health systems and the industry's most innovative healthcare companies. Founded in 1998, the same decade that many of the leading health systems were created, The Academy and its members have evolved together. Since its inception, The Academy has built a material record of leadership development, independent research, and policy analysis, and has become the definitive trusted source for peer-to-peer learning of the largest integrated health systems.

The Academy is currently looking for a leader to fill its **Director, The Academy GE Fellows Program** role, a key member of the Educational Services team.

Job Summary:

The Director, The Academy GE Fellows Program will oversee The Academy GE Fellows Program and other leadership development opportunities/special projects at The Academy.

The Academy GE Fellowships provide the most prestigious experience in the nation for high-potential leaders of the largest health systems. The Fellowships are an outstanding opportunity for exceptional high-level leaders who aspire to significant corporate-level positions with Leading Health Systems. There are fellowships for administrative, financial, physician and nurse executives. Created in 2006, The Academy GE Fellows Program now includes 108 active fellows and 86 alumni fellows.

Role & Responsibilities:

- Supervise the management of The Academy GE Fellows Program, which includes fellowships for administrative, financial, nurse and physician executives;
- Manage The Academy's GE Fellows nomination and selection process, core curriculum and program metrics;
- Work with The Fellowship Advisory Committees to develop meeting content for the Fellows orientation annual, CXO rotations and alumni meetings as well as The Academy GE Crotonville Seminar at the Jack Welch Leadership Institute (Crotonville);
- Develop The Academy GE Fellows Alumni Network (82 executives across the country, annual meetings, e-newsletters and quarterly calls);
- Manage The Academy's Executive-in-Residence Program (Recently retired C-suite executives that serve as mentors and faculty);
- Design and carry out the evaluation program for the Fellowships. This will include evaluation of Fellows and their Mentors during the Fellowship programs and over time following graduation, including tracking progress/promotion rate of Fellows;
- Oversee progress of Academy GE Fellows Action Projects
- Collaborate across departments to share ideas and insights on industry thought leadership;
- Work closely with Meeting Services staff to integrate fellows and fellowship programming with meeting logistics requirements;
- Produce and design Academy GE Fellows marketing, meeting and graduation materials;
- Other duties as assigned.

Qualifications:

- Project management expertise required;
- Must have ability to communicate effectively with all organizational levels, including high level executives;
- Strong knowledge of the healthcare industry required;
- Advance proficiency with Microsoft Office required;

- Must possess excellent verbal and written communication skills to develop and present educational content;
- Persistent creativity in the conduct of their work that will guarantee market differentiation;
- Experience in presenting information to executive teams and facilitating group discussions;
- Proven success establishing credibility with senior executives internally and externally and the ability to inspire our members;
- Ability to identify developing evolving critical needs within membership base.

Education and Experience:

- A minimum of 2 - 4 years of experience in the healthcare industry preferred;
- Master's degree (MPH, MHA, or MBA) required;
- Relevant experience in educational or other content development and delivery preferred.

Work and Travel Requirements:

- Air travel and overnight stays will be required. Travel involves attendance at selected meetings, and site visits and may comprise approximately 20-25% of time.
- This is an exempt position and may require more than 40 hours per week to accomplish duties assigned. In addition, there will be times when night and weekend work will be required. This position is required to work the number of hours and days necessary to accomplish the assigned tasks. There is flexibility in the work schedule and a leave policy designed to reflect work on weekends.

Benefits:

The Academy recruits, rewards and retains employees by leading the local labor market in total compensation, providing opportunities for employees to learn, develop and advance their careers as a result of the fast-paced, high-growth, nature of our company. We are proud to offer a benefit package including comprehensive health benefits; a company matched Simple IRA; flexible benefits for dependent care, unreimbursed health care, and commuter expenses and paid time off benefit. In addition, eligible employees receive company paid: parking, life insurance, short-term disability, wellness program, and access to an on-site fitness facility.

Interested candidates should send cover letter, resume, three professional references, and salary requirements via email to lan@hmacademy.com, attention Lan Nguyen, Director of Human Resources. To learn more about The Health Management Academy, Inc., please visit hmAcademy.com.

An Equal Opportunity Employer.