



JOB DESCRIPTION

Position: Education Manager

Classification: Non-Exempt

Reports to: SVIN Shared Services Managing Director

Job Summary

Join an exciting, engaging company that provides a high level of professional and personalized service to our clients which allows them to achieve their goals. You will experience a fun, team-focused work environment while utilizing and growing your skills and talents.

Our team provides a highly responsive and proactive environment, which includes high expectations for both strategic and operational tasks including Board and committee support, membership database and dues management, consulting, and expanding stroke care in the global market.

Responsibilities include extensive contact with members. The individual in this position must be well-organized, be a self-starter, have foresight, have strong verbal and written communications, be able to work independently, and have strong project management skills.

General Responsibilities

- Work with education committee, subcommittees, and stakeholders to implement, coordinate, inspect, and evaluate SVIN education programs and curriculums.
- Seek effective methods and contents to ensure delivery of high-quality clinical education.
- Ensure that project milestones/goals are met and adhere to approved budgets.
- Adhere to all necessary regulatory /compliance processes, certification, accreditations & qualifications and ensure all customer education programs are adhered to Business Conduct Standards
- Implement and oversee processes for offering CME credits for all educational offerings whether in-person or offered via technology, including maintaining accreditation and regular reporting.
- Work with committees and Society leadership to develop new educational products, create training curriculums, and annual plans.
- Approve and prioritize resource planning, courses scheduling & Project Portfolio Prioritization.
- Maintain and develop strong relations with global education partners.
- Manage inventory and events management.
- Build a strong relationship with Society leaders and members to ensure trust and confidence.
- Market educational offerings to society members and other target audiences
- Manage and reconcile education programming budgets.
- Select education providers/vendors for program development and management.
- Maintain key relationships for maintenance of online offerings.
- Secure quotes and research the best products to align with programming needs.
- Develop program content, slides, videos, and animations with guidance from committee members.
- Establish adult learning principles throughout each program that identify practice gaps.
- Design the evaluation to assess learner's knowledge and competence.

- Create timelines and schedules to keep projects on time and on budget.
- Analyze best practices and business models for education initiatives factoring in cost and return on investment.
- Provide technical assistance to individual course users by assisting with online account access and accreditation inquiries via email and phone.
- Assist with the coordination of live courses through direct communication with hosting organizations, contract execution, invoicing and payment processing, distribution of course materials, and marketing facilitation.
- Facilitate the approval process for international and conference-based courses including the coordination of logistics for courses that require Society leadership.
- Manage continuing education accreditation by pulling reports and communicating course user data to the accrediting agency.
- Manage course information on integrated websites including updating a live course calendar, creating course registration pages, updating course information and content, and uploading/updating exam questions.
- Collaborate with various committees on educational programming and public relations projects.
- Facilitate meetings with assigned committees including distributing invitations, developing agendas, recording meeting minutes, and managing execution of action items.
- Present dashboards and other education reports to committees, leadership, and executive staff on an on-going basis.
- Synthesize data to organize and transform raw content into usable, logical, concise, and functional training documents / solutions.
- Adept at creating training solutions that incorporate just in time learning to empower the field work force to be successful.
- Skilled at agile training design including microlearning training solutions and rapid development to meet the needs of an ever-changing business.
- Other duties or projects as assigned.

Required Travel

Estimated travel is 1-3 times per year once live meetings are resumed.

Desired Qualifications

The successful candidate will have:

- 5+ years of experience in an instructional design role specific to professional training, sales and manager training and development or medical education preferred.
- Minimum of 5-year experience in the Medical Devices / Healthcare industry including solid working experience in managing a Laboratory / Clinic / Hospital
- Minimum of 2-year experience in a Managerial role.
- Solid Medical / Professional Training & Education experience.
- International work experience
- Excellent organizational, project and time management skills; demonstrated success executing complex programs with diverse technical/ clinical teams; stakeholder management of globally dispersed businesses.
- Ability to work in a fast-paced environment and meet deadlines and budget control.
- Well organized with the ability to handle multiple task/projects simultaneously and prioritize projects.
- Good interpersonal skills and multicultural experience negotiating; managing change; goal setting; planning and organizing teamwork; ability to address difficult situations.
- Ability to work effectively in a team environment and build strong working relationships, and strategy for the group and implementation plans.
- Managerial courage must be confident managing risks and making decisions that will likely have a large impact on organizational objectives.
- Proficient in Microsoft Office Suite
- Proficient in online collaborative task management
- Proficient in development tools such as: Articulate 360 Suite, Quiz Assessment Tools, and methods. Knowledge on LMS structure and how authoring tools integrate.

- Proven ability to independently lead multiple, complex projects concurrently.
- Proven ability to negotiate challenges from management to ensure project success is not compromised.
- Ability to build cross-functional engagement.
- Sensitivity to multicultural dimensions, particularly different learning, and behavioral styles
- Ability to maintain an ethical mindset and conduct business with integrity.
- Proficient in MS Excel, Word, PowerPoint, MS Teams and Outlook
- Ability to communicate professionally and accurately through written and verbal methods.
- Ability to prioritize multiple requests and a willingness to ask for guidance in priority setting.
- Excellent time management and organizational skills
- Ability to produce professional documents with minimal number of errors, including spelling, punctuation, and grammatical errors.
- Self-motivation and self-direction and work well in small team dynamics.
- Discipline to successfully work independently without close supervision.
- Ability to adapt to changing priorities and perform well and keep professional communication under stressful situations.
- Ability to anticipate, create, write, and implement operational policies and practices.
- Ability to be resourceful.
- Ability to travel nationally and internationally.

About Us

Global Management Partners (GMP) is a full-service association management company (AMC) located in St. Louis Park, MN, providing professional management services to various member organizations. GMP's preferred model is to work with small to medium-sized associations. This niche allows us to provide the high level of personalized attention and outstanding customer service that we value.

GMP is a progressive organization that focuses on values and supports continuous learning at all levels. We believe that innovation, creativity, and exposure to the best practices are essential in order to bring new ideas to our clients.

GMP's Mission: To empower our clients to thrive, grow and advance their missions through long-term partnerships to reach their fullest potential.

GMP's Vision: To make a positive impact globally by sharing our expertise, skills, and resources with our partners.

GMP's Core Values: Accountability, Commitment, Support, Inclusiveness, Authenticity, and Excellence.

GMP's Position Statement on Diversity: Diversity is an integral facet of the global landscape and is a critical component to the success of all professions including association management companies (AMCs). Diversity in its many dimensions including ethnicity, nationality, race, culture, religion, gender, sexual orientation, socioeconomic background, mental and physical abilities, learning styles, values, and viewpoints enriches the work we do internally and with our clients.

Visit our website at www.gmpartners.org for further information. We offer competitive salary and benefits to commensurate with experience in a casual but professional work environment.

Email resume and cover letter with salary requirements to Andrea VanDeWiele at hr@gmpartners.org. No phone calls please.