



**The Rural Health Professional Action Plan (RhPAP) is currently recruiting for a full time Senior Manager, Community.**

The Senior Manager, Community is a “movement builder” who will nurture, grow, and lead programs that support and empower rural communities to retain and attract physicians and allied health care professionals.

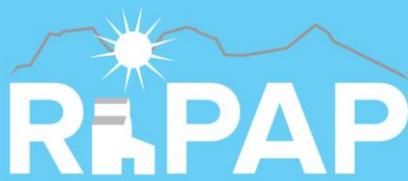
The role will be a member of RhPAP’s senior leadership team and report directly to the CEO. The ideal candidate will excel at building authentic relationships, designing effective movements and engaging events and evaluating results. The position will be based in Alberta with travel throughout the province. In addition to designing, monitoring and evaluating strategy, the Senior Manager will also stay abreast of community needs by managing a portfolio of communities.

The Senior Manager, Community will lead a team responsible for sustaining and cultivating RhPAP’s progressive Attraction and Retention (A&R) Network and strengthening and growing the Network as a whole. You will connect a provincial network of communities and volunteers and build strong leadership capacity and peer-to-peer exchange. You will work with a motivated group of communities and volunteers and a RhPAP team that aims to turn ideas into real projects on the ground, resulting in rural Alberta communities’ ability to retain and attract a robust health care workforce. More specifically, your responsibilities will include:

**KEY RESPONSIBILITIES**

**Community Development**

- Execute RhPAP’s strategy in relation to community development and champion priorities to achieve our mission.
- Deepen community and stakeholder engagement and outreach, and proactively build relationships to advance impact in rural health care retention and attraction.
- Steward a portfolio of high-value leadership volunteers and communities, working collaboratively to support and guide local initiatives.
- Lead continuous improvement evaluation of existing activities and routinely identify, validate and introduce new strategic pilots, programs and projects to support and foster enhanced community development outcomes.
- Liaise with provincial, municipal and cross-Canadian partners to collaborate and share knowledge and ideas on common issues and goals.
- Build, implement, and maintain a framework for evaluating RhPAP community engagement efforts and outcomes, define metrics of success and track change over time.
- Direct and oversee staff to produce the bi-annual RhPAP conference, RhPAP’s most prominent vehicle for movement building, engagement, strategic communication and peer-to-peer exchange.
- Proactively collaborate with members of the RhPAP team and others to drive organizational business goals, plans and execution.
- Oversee the program’s fiscal activity, including budgeting, reporting, and continuous auditing.
- Oversee the program’s reporting requirements.
- Support the organization in other community engagement and organizational matters as identified and assigned by the CEO.



### **Team Leadership**

- Build and manage the team expertise by creating an environment that promotes great performance and positive morale.
- Plan, coordinate and supervise the work of staff by providing support and direction to the team. Participate in other managerial line functions such as hiring, training and discipline.
- Inspire, mentor and manage staff in order to achieve business and strategic objectives.
- Develop work plans with specific, measurable targets for staff, and carry out performance evaluations for direct reports.

### **Other**

- Promote a positive atmosphere within RhPAP, working cooperatively with all team members to achieve personal, program and organizational goals.
- Positively represent RhPAP through public appearances and presentations, as required.
- Perform other duties as assigned.

### **KEY COMPETENCIES**

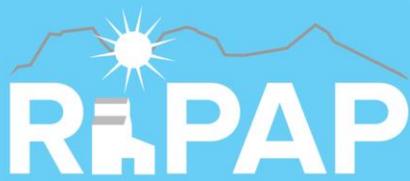
- Understanding of and commitment to RhPAP's mission, vision and values.
- Ability to think strategically and work independently to drive new initiatives or enhance existing programs.
- Works well with stakeholders in a cooperative and supportive manner to achieve shared goals. Demonstrates exceptional interpersonal skills with a high level of poise, tact and judgment.
- Values and encourages diverse perspectives to achieve impact.
- Acts as a seasoned advisor on complex stakeholder problems, novel initiatives, and decisions.
- Self-directed, with excellent organizational, project management, problem-solving and time-management skills.
- Fosters a culture that supports intra-departmental relationships throughout the organization to break down silos and barriers.
- High standard of excellence.
- Ability to work under pressure and within strict deadlines.
- Demonstrated ability to be flexible and adaptable under changing priorities and deadlines, as well as an openness to growing with evolving job criteria and challenges.
- Demonstrated attention to detail.
- Cultivates and embodies a culture that views uncertainty as an opportunity and supports change and innovation.
- A hands-on manager who leads by example, is respectful and inspires others to do and be their best and achieve results.

### **QUALIFICATIONS**

#### **Education and Experience**

- University Degree
- Minimum 7 years' experience in leading community development initiatives for an organization, preferably in the not-for-profit environment\*
- Minimum three years' experience managing and supervising staff

*\*An equivalent combination of education and experience will be considered*



- Willingness to take ownership of challenges and work to develop solutions.
- Superior verbal and written communication skills.
- Ability to effectively develop and manage program budgets and metrics to quantify results.

#### **Other**

- Ability to travel throughout the province. Valid driver's license and access to a reliable vehicle is required.
- Ability to work flexible hours, as evening and weekend work may be required.

#### **How to Apply**

Please send your resume and cover letter as one PDF to [tracy.sopkow@rhpap.ca](mailto:tracy.sopkow@rhpap.ca) with the subject "Senior Manager, Community" by 4:00 PM MST May 17, 2022:

We will consider applications on a rolling basis and may not wait until the application deadline to interview suitable candidates and extend offers, so we encourage you to apply as soon as possible. No calls please.

#### **Benefits**

We offer competitive salaries, excellent benefits, and a passionate working environment. Salary is based on a nonprofit scale and commensurate with experience and skills.

#### **About RhPAP**

For three decades, the Rural Health Professions Action Plan (RhPAP) has supported the efforts of rural Albertans to maintain an accessible health workforce close to home. Established in 1991, and originally focused on supporting practising rural physicians, RhPAP has grown to be a broader rural community health workforce attraction and retention resource, an ally with Alberta's medical schools, as well as a trusted collaborative partner for rural Alberta communities trying to achieve greater access to health care.