



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

Reporting to the CEO, the Senior Manager, Strategy and Stakeholders is responsible for managing RhPAP's Strategic Plan, including implementation and monitoring of KPI's and evaluation of metrics for informed decision-making by the board and management. As a key liaison with external stakeholders, the Senior Manager ensures timely and effective reporting is undertaken.

In addition, the Senior Manager, Strategy and Stakeholders is responsible for managing RhPAP's investments in health care continuing education and students, establishing, and maintaining a comprehensive stakeholder relations program and takes a leadership role in planning and delivering RhPAP-led events and coordinating RhPAP's participation in external events, tradeshow, conferences, etc.. More specifically, amongst the responsibilities are:

KEY RESPONSIBILITIES

Strategic Direction, Advice, and Reporting:

- In collaboration with the CEO, manage RhPAP's Strategic Plan, including implementation and monitoring of KPI's and evaluation of metrics for informed decision-making by the board and management.
- During the fiscal year, manage the monitoring cycle for the current, previous, and upcoming fiscal years and align each cycle with RhPAP's planning cycle and engage in longer- and shorter-term planning.
- Collaborate with the CEO to ensure the board and senior leadership team obtain the appropriate information to make informed decisions on the strategic and business planning and improvement process.
- Responsible for reporting on strategic outcomes of the strategic plan, funding agreements, etc., as required.
- Collaborates with senior colleagues to develop annual work plans, metrics and leads the creation of performance reporting to funders and the board.
- During the fiscal year, manages the monitoring cycles for the current, previous, and upcoming fiscal years and aligns each cycle with RhPAP's planning cycle.
- Coordinates an annual environmental scan for RhPAP in the context of rural health care both provincially and nationally.

Health Care Investments:

- In collaboration with the CEO, manage RhPAP's investment in health care and learners, including establishing funding steam criteria and processes, responding to potential applicants, preliminary screening of requests, funding recommendations all the way to management of the funding cycle.
- Support management and the board by providing analysis and materials for decision-making, monitoring, and oversight of RhPAP's investments in rural health care.
- Monitor progress and results of grants, including managing Return of Service Agreements. Ensure appropriate file and records are maintained.
- Facilitate the consolidation of grant information into a comprehensive database.



Stakeholder Relations:

- In collaboration with the CEO and senior leadership team, lead the creation, implementation, and evergreen of a robust stewardship plan with annual engagement goals to deepen engagement with stakeholders within RhPAP's circle of influence to create long standing relationships between the organization and current/future health care professionals.

Special Events:

- Plans, implements, and evaluates special events, including promotion, sponsor recruitment, facilitation, volunteer management, committee support, procurement, event accounting and budget management. Liaises with other RhPAP teams on marketing and promotion activities, content expertise, media relations, ticketing, and financial oversight.

Project Management and Special Projects:

- Coordinate, implement, and manage special projects arising within the Office of the CEO.
- Work independently on specific projects and assignments and ensures project objectives are met within set deadlines

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.
- 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

- Post-secondary degree with a minimum of five years' experience in the non-for-profit sector.
- Minimum two years' experience managing and supervising staff.
- 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.

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

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 with the subject "Senior Manager, Strategy & Stakeholders" by 4:00 PM MST July 22, 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.