



## **JOB DESCRIPTION**

**Position Title:** Director, Diabetes Care and Public Health Initiatives

**Department:** Science & Practice – MATCH

**Reports to:** Chief Science and Practice Officer

**FLSA Status:** Full time, Exempt

**Supervises:** SME Coordinator

**Last Reviewed:** July 2025

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### **BASIC FUNCTION**

Directs and manages the development, implementation, and evaluation of the Subject Matter Expert (SME) Network to support Training, Technical Assistance (TA), Guidance Documents development, and Resource Management for recipients. The Diabetes MATCH Initiative is a Strategic Approach to Advancing Health Equity for Priority Populations with or at risk for Diabetes.

The Director will lead the MATCH Core Strategy 1 Team in identifying, recruiting, and engaging SMEs for the MATCH initiative to create a network of sustainable partnerships to build relevant knowledge and skills among grant recipients and facilitate the implementation of evidence-based approaches to diabetes prevention, management, and risk reduction in priority populations. They will be an essential member of the leadership team for this multi-year agreement, in collaboration with Emory University and the Centers for Disease Control and Prevention (CDC). Will also be responsible for supervising and providing guidance to the SME Network Coordinator.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop and implement a comprehensive strategy for building and managing a network of SMEs to support grant recipient strategies, including diabetes prevention, management, risk reduction, family healthy weight programs, and program sustainability.
  - Recruitment
  - Orientation

- Ongoing Professional Development Support
  - Evaluation
  - Relationship Management
- Lead and direct the SME network by establishing clear goals and deliverables for key SMEs throughout the multi-year project through:
  - Participation in/use of the rapid assessments for each grant strategy and other assessments of recipients
  - Onboarding of new SMEs, overseeing their orientation to the MATCH project and prioritized focus on health equity and priority populations
  - Project management of SME deliverables
  - Oversight of assignment of SMEs: including trainers, technical writers, reviewers, guidance document creators, quality assurance personnel, etc.
- Collaborate with other Core Strategy Teams leads and members to establish TA and training needs, operationalize health equity focus, and identify necessary SME skillsets.
- Facilitate in-person, online, and on-demand training to support specific strategies, TA needs, and skills/methods as needed.
- Establish and maintain relationships with SMEs via regular communications, meetings, and events.
- Ensure engagement of SME network members through peer-learning/sharing activities, workshops, professional development opportunities and other forums such as virtual communities of practice.
- Facilitate technology support (platforms for collaborative work) for SMEs.
- Facilitate SMEs' connection with the MATCH network, including their participation in relevant recipient meetings and access to MATCH team members.
- Remain up to date on industry trends and changes in practice recommendations.
- Support contracting processes and development of scope of services agreements, and job descriptions as necessary.
- Ensure development and compliance with all reports to be shared internally with ADCES leadership, and externally with funder, partners, and other stakeholders.
- Provide input and share responsibility for the Core 1 budget; working with ADCES Operations Director, and Finance and Accounting staff to ensure that funding is allocated and spent according to plan.
- Supervise SME Coordinator and network of direct contractors.
- Foster a team environment where team members have an open line of communication and are motivated.
- Delegate tasks and set clear deadlines, monitoring team performance and reporting on metrics.
- Monitor and evaluate SMEs, providing feedback and supporting them as needed.
- Incorporate continuous quality improvement of the SME network function in the Diabetes MATCH Initiative.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge and understanding of project management, task scheduling, conflict resolution.

- Strong foundation in managing stakeholder relationships to support program management for optimum success.
- Adaptive to complex public health environment.
- Proven ability to work effectively with a variety of staff and provider agencies.
- Must be analytical and an effective problem solver, with ability to identify and implement technological solutions as appropriate.
- Excellent communication skills required (written, verbal and interpersonal).
- Effective presentation skills, with prior experience presenting to large audiences.
- Must be detail-oriented, with ability to establish timelines and meet rigorous deadlines.
- Proven record of building strong collaborative relationships and team building.
- Proficiency in Word, Excel, Power Point, and data collection systems.

## **EXPERIENCE/EDUCATION**

- Bachelor's degree in a relevant field required (Health Services Administration, Healthcare, Public Health). Advanced degree preferred.
- Minimum 5-7 years of experience as a proven experienced team leader or manager required; preferably in healthcare or public health, 2-3 years prior supervisory experience preferred.
- Must be experienced in conducting program reviews and audits, tracking outcomes, evaluating program progress reports, and budget management.
- Previous experience developing policies, procedures and processes required.
- Demonstrated project management experience highly desirable.

## **PHYSICAL DEMANDS**

Nature of work requires an ability to operate standard office equipment. Ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Frequent day and overnight travel by air and/or automobile required. Occasional international travel may be a possibility.

## **WORKING CONDITIONS**

Majority of work performed in an office environment. Office observes a hybrid work schedule. Position requires availability for extended hours and non-traditional hours to perform job duties. Also requires participation and attendance at organization-sponsored events and meetings across the country.