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 DP23-0020 recipients. The Diabetes MATCH Initiative is a Strategic Approach to Advancing Health Equity for Priority Populations with or at risk for Diabetes.

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 DP23-0020 recipients and facilitate the implementation of evidence-based approaches to diabetes prevention, management, and risk reduction in priority populations. SMEs will have skills related to the National Diabetes Prevention Program (DPP), Diabetes Self-Management Education and Support (DSMES), Healthy Weight Management, Muti-directional E-Referrals, Innovative payment methods, Community Health Worker (CHW) Workforce Development, Health Equity and Social Determinants of Health (SODH), and Priority Populations. Director will be an essential member of the leadership team for this five-year agreement, in collaboration with Emory University and the Centers for Disease Control and Prevention (CDC) and will oversee other members of the Core Strategy 1 Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and implement a comprehensive strategy for building and managing a network of SMEs to support DP23-0020 recipient strategies, including diabetes prevention, management, risk reduction, family healthy weight programs, and program sustainability.
- Recruitment
- Orientation
- Ongoing Professional Development Support
- Relationship Management

- Lead and direct the SME network by establishing clear goals and deliverables for key SMEs throughout the five-year project through:
  - Coordination of the MATCH Advisory Group
  - Participation in/use of the rapid assessments for each DP23-0020 strategy
  - Onboarding of new SMEs, overseeing their orientation to the MATCH approach 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 to establish program 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.

- 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.

- Oversee contracting processes and development of scope of services agreements, and job descriptions as necessary.

- Ensures development and compliance with all reports to be shared both internally with ADCES leadership, and externally with funder, partners, and other stakeholders.

- Oversight and responsibility for the Core Strategy one budget; working with ADCES Finance and Accounting staff to ensure that funding is allocated and spent according to plan.

- Supervises Core 1 Strategy Team and directs 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

- Demonstrated capability to plan and direct multiple aspects of a large project.
- Proven ability to work effectively with a variety of staff and provider agencies.
- Must be analytical and an effective problem solver, able 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 group audiences.
- Must be detail-oriented, with ability to establish timelines and meet rigorous deadlines.
- Proven record of building strong collaborative relationships and team building.
- Computer proficiency in Word, Excel, Power Point, and data collection systems.
- Ability to engage a range of partners and stakeholders to actively support program for optimum success.

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; preferably in the area of healthcare or public health.
- Must be experienced in conducting program reviews and audits, tracking outcomes, and evaluating program progress reports.
- Previous experience developing policies and procedures required.
- Proficiency in Microsoft Office.

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. Position requires availability for extended hours, plus non-traditional hours required to perform job duties. Also requires participation and attendance at organization-sponsored events and meetings across the country.