

POSITION ANNOUNCEMENT

Job Title: Denver Regional Program Director

Department: Student Programs & Internship Division

Reports To: Senior Vice President, Student Programming & Operations

FLSA Status: Non-exempt

Pay Range: \$80,000 - \$95,000 (DOE)

About the Organization

[Health Career Connection \(HCC\)](#) is a national non-profit that inspires, empowers, and professionally prepares the next generation of health leaders and professionals. HCC also partners with health employers, health professions schools, and national, state, and regional collaboratives to meet emerging health workforce and health improvement goals. HCC has been fulfilling its mission for over 35 years and operates its proven programs in 14 regions across the US. HCC's over 5800 alumni serve as leaders and professionals in healthcare, public health, community health, behavioral health, and primary care. HCC is leading a major new statewide initiative in California to increase regional health workforce collaboratives' capacity, scale, and impact. HCC is expanding its health career opportunity programs in Denver and other areas across Colorado, increasing our impact in the Rocky Mountain area health workforce needs.

Position Summary

HCC is seeking dynamic candidates to serve as Regional Director for HCC's Denver, Colorado program. The initial primary focus will be on building and then increasing the scale, sustainability and impact of our student, alumni and workforce development initiatives in Denver. It will also include pursuit of HCC expansion opportunities across Colorado.

The Regional Director will establish and maintain relationships with key employer, education, funder, tribal and health pathway program partners which result in greater opportunities for our students, larger scale health workforce impact, and new market opportunities across Colorado, with an initial focus in Denver. Primary responsibilities will be developing new partnerships to support program expansion, recruiting college students and health employer host organizations, placing students in internships, and pursuing additional funding. Responsibilities also include overseeing the student internship placement process for Denver, mentorship of students and alumni and connecting alumni to health professions schools and health employers.

The Regional Director, in collaboration with the HCC national program, will oversee resources and effectively plan, execute, and continuously improve the Denver program. Planning, executing and delivering HCC's Comprehensive Educational Health Career Professional Development and Leadership Programs for students is also a fundamental responsibility and an opportunity for student engagement and mentorship. The ideal candidate will possess the acumen to develop and own all project plans and timelines and develop inventive approaches to service stakeholders and partners, leveraging all available resources, systems, and technology. The successful candidate will have the dedication, skills and relationships to growing programs and revenues, manage day-to-day operations, empower and mentor students and alumni, and supporting performance excellence.

Key Responsibilities

1. **Strategic Planning:** Develop and execute strategic plans that grow program and placement opportunities in Denver and enable continued expansion in the state and other areas of Colorado. This includes pursuing new partnerships and fund development opportunities. Conduct needs assessments and market analysis to inform strategic decisions. Contribute to the development of regional strategies in alignment with organizational objectives. Identify opportunities for program expansion and improvements.
2. **Site Recruitment:** Strategize and execute plans to ensure growth and increase the number of paid internship sites across the region. Identify organizations and agencies that are mission-aligned with HCC, serve as the primary HCC representative for the state, focusing on Denver, and project manage the building and maintenance of these partnerships.
3. **Relationship Management:** Develop and maintain strong mutually beneficial relationships to achieve program, revenue and internship recruitment goals. Key partners include a broad and diverse range of stakeholders including hospitals and health systems, community health centers, health plans, behavioral health providers and policy organizations, tribes and tribal health and social services organizations, public health departments, government agencies, and community-based organizations. Additional partners include health professions schools, colleges and universities, professional associations and philanthropic organizations. Establish and grow extensive partnerships with health pathway programs and other partners in order to expand the pool of candidates and the continuum of opportunities for local students. Anticipate, mitigate, and/or navigate challenges in order to achieve optimal outcomes for our students and stakeholders.
4. **Manage Advisory Board:** Establish Denver area advisory board, in conjunction with HCC national office, and work with members to guide, inform and grow the program.
5. **Fund Development:** Identify funding opportunities in Denver and across the state and collaborate with HCC's business development team and area partners in developing proposals. This includes but is not limited to: Request-for-Proposals (RFP), philanthropic/foundation program grants, philanthropic/foundation core operating grants, corporate sponsorships, and individual donors. Maintain an annual fiscal year budget for the region.
6. **Intern Recruitment and Placement:** Work with recruitment and placement managers, fellow regional program directors and managers, and others to provide direction for intern recruitment and placement activities. Directly engage in intern recruitment and placement activities for the region to ensure goals are met at the highest possible satisfaction for all parties.
7. **Leadership Role in Regional Programming:** In addition to the core duties above, this position will also serve in developing programmatic strategy for the region, including oversight and participation of regional workshops and events, in alignment with national program structure and events. Oversee the planning, implementation, and evaluation of regional programs. Ensure that programs are delivered on time and within scope and budget. Develop detailed project plans to monitor and track progress.
8. **Financial Management:** Develop and manage regional program budgets, ensuring financial sustainability. Monitor expenditures and prepare financial reports as required. Seek funding opportunities and assist in grant writing and fundraising efforts.
9. **Compliance and Reporting:** Ensure all regional programs comply with local, state, and federal regulations and organizational policies. Prepare and submit regular program reports to senior management and stakeholders. Maintain accurate and up-to-date program documentation.
10. **Supervise Staff:** May oversee the work of other team members, include hiring, managing and reviewing performance of staff.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the required knowledge, skill, and/or ability. Reasonable accommodation may be

made to enable individuals with disabilities to perform essential functions.

Education/ Experience

B.S./B.A. or advanced degree in Public Health, Health Administration, Business Administration, Nursing Administration, or other relevant areas; a master's degree is strongly preferred. Project Management, or equivalent combination of education and experience. At least seven to ten years of progressive experience in program management and operations, ideally within the healthcare, community health, public health or non-profit sector. Experience and track record of operating within a "start-up" like environment and project is a plus. Significant experience in process optimization and implementing automation systems preferred.

Location and Relationships

The ideal candidate will be based in Denver and will have extensive experience and relationships in the state with an interest in pursuing expansion to other areas across Colorado.

Competency:

- A proven track record of designing and directing new large-scale, complex projects and steering them to exceed anticipated outcomes, preferably in the health, education, or workforce development sectors.
- Exceptional organizational acumen and an adept ability to navigate and prioritize complex, high-stakes tasks.
- Commitment to belonging and inclusion, as well as providing opportunities for people from all backgrounds to become health leaders and professionals and better their lives.
- Superior communication and diplomatic skills and the capacity to engage and influence senior stakeholders and partners.
- Desire and proven ability to develop partnerships with health employers, health plans, funders, health professions schools, and other key stakeholders to grow student opportunities and associated revenues and add value to partner priorities.
- Knowledge of grant funding structures, regulatory compliance, and reporting obligations.
- Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; Designs workflows and procedures.
- Proficiency in advanced project management methodologies and technologies, as well as a high level of competence with Microsoft Office Suite. Monday.com experience preferred.
- Exceptional leadership skills and experience in managing a team.
- Strong knowledge of financial and budget management.
- Excellent interpersonal skills with the ability to engage effectively with numerous external stakeholders from various backgrounds, constituencies, and position levels.
- Strong analytical, decision-making, and problem-solving skills.
- Creative, resourceful problem-solver able to create strategies and structures and solve problems independently and collaboratively without requiring highly defined instructions, roles, and responsibilities.
- High comfort with ambiguity, uncertainty, and changing plans and directions as needed to create a new initiative from scratch and adjust to changing information and dynamics.
- Flexible, adaptable, and resilient with a positive attitude when facing challenges, setbacks, and changing plans.

- Strategic Thinking: Develops strategies to achieve organizational goals; understands the organization's strengths and weaknesses; analyzes the market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.
- Desire and ability to empower student and alumni success, mentorship and growth.
- Knowledge of Denver and relationships with key employer, education, tribal, community across Colorado.

Physical Demands and Work Environment: The physical demands and work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. The noise level in the typical work environment is moderate; specific vision abilities required by this job include adjusting focus. The employee must be able to lift 5 pounds regularly.

The position will work remotely as part of a virtual team and must be willing to attend to travel in-state and nationally, as needed. It may require travel up to 20-30% of the time.

HCC is an equal-opportunity employer. All employment decisions are based on qualifications, merit, and business needs. The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.

Apply Today!

Please send your resume and cover letter to Iman Nazeeri-Simmons at isimmons@healthcareers.org.

