



Managing Director, Program Operations Position Description

Seed Global Health (Seed) envisions a world in which every country is strengthened by a robust health workforce to best meet the health needs of its population. Seed's mission is to educate a rising generation of health professionals to strengthen access to quality care with a goal of saving lives and improving health. Seed is unique in its approach by focusing on the education and training of doctors, nurses and midwives. By training health care professionals and health educators, Seed seeks to empower current and future generations of health providers so that good health is not the privilege of a few, but the right of all.

Seed focuses on strengthening the education, practice, and policy of the local professional health workforce in Africa. Seed's core strategy and primary entry point centers on placing skilled and qualified educators at partner institutions for a minimum of one academic year. Seed also supports educators and partner institutions through a diverse and complementary package of services aimed at advancing health professional education in the classroom and clinical setting. By investing in long-term partnerships for improved health professional education, we help to create a stronger, more sustainable health workforce that is both locally led and better able to meet local health needs.

For more information, please visit www.seedglobalhealth.org

The **Managing Director, Program Operations** will be a mission-focused, well-rounded, highly organized and experienced public health professional serving on Seed's leadership team. S/he will have experience managing a diverse team; overseeing programs to achieve designated annual and multi-year targets; creative problem solving; and working closely with the CEO, the staff, and other supporters to achieve annual and multi-year programmatic and organizational goals. The Managing Director, Program Operations will report to the CEO and provide support across the organization. Responsibilities will include but are not limited to:

Organizational Leadership and Department Management

- Collaborate with members of the leadership team to advise the CEO on strategic organizational decisions related to enterprise-wide operations, new partnerships, programming needs and opportunities, finance, and administration.
 - Manage, mentor, and coach the Impact team – Program Quality & Management, Monitoring, Evaluation and Learning (MEL), Clinical and Country teams - to achieve their operational work plans and professional development goals.
 - Foster leadership team members within the Impact team to be strategic thinkers and leaders for the organization in their area of clinical or technical expertise.
 - Support and oversee the annual operational workplans and budgets for members of the Impact team including Program Quality & Management, MEL, Clinical and Country teams,
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to ensure they are managing plans effectively and within budget, and reporting accurately on progress made and challenges encountered.

- Partner with the Managing Director of Finance and Administration, the Managing Director of Development and Communications, and the CEO to ensure continued integrity to Seed's mission and organizational viability and capacity to achieve Seed's strategic plan.
- Partner with the CEO to represent Seed with external constituency groups, including community, governmental, and private organizations if required.

Strategy Implementation & Technical Oversight

- Collaborate with the CEO and staff in executing Seed's organizational strategy, with specific accountability for Seed's external goals
- Accountable for the successful development and execution of Seed's Country Strategies and impact model, ensuring alignment with Seed's strategic plan.
- Oversee the annual operational work planning process for each member of the Impact team to increase efficiencies, reduce redundancies, and ensure plans are reflective of organizational strategic goals.
- Oversee the inputs of the Impact team, including by tracking annual workplans and troubleshooting challenges, to ensure Seed is working towards its expected external goals and targets.
- Contribute technical HRH expertise to elevate the quality of Seed's programming – from design to transition – and ensure it adheres to Seed's program quality standards and is being communicated clearly and timely both internally and externally.

Systems Building

- Develop and facilitate the process for vetting and integrating “innovation” into programming.
 - Provide guidance and oversight in the development of Seed's programming systems and processes.
 - Provide strategic guidance and oversight on timing and pace of in-country team growth and work portfolios and ensure integrated work flows between headquarters and in-country teams.
 - Ensure alignment of Program, MEL, Country and Clinical teams to most effectively execute Seed's impact model.
 - Ensure that all programming activities operate consistently and ethically within the mission and values of Seed.
 - Provide external thought leadership on Seed's impact model (programming) to help identify opportunities for efficiencies, growth and impact.
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SKILLS/ABILITIES/COMPETENCIES REQUIRED

- Minimum of ten years of professional experience in a programmatic leadership or oversight role at an organization, ideally with a non-profit.
- Prior experience in designing, implementing and managing program operations at senior level in the global health system strengthening or human resources for health (HRH) space with preference for HRH experience.
- Experience in building and managing a large department/team and mentoring staff.
- Exceptional relationship management and communication skills (written and oral) with a variety of stakeholders, including staff, senior management, partners, board members; experience with media a plus.
- Strong understanding of international business and work, preferably with less resourced countries and settings.
- Strong understanding of technology and information systems.
- Exceptional organizational, time, and resource management skills and excellent judgment and creative problem-solving skills.
- Ability to work well both independently and as part of a multidisciplinary team in a fast-paced, entrepreneurial setting.
- Demonstrated cross-cultural sensitivity and ability to build respectful relationships with colleagues from different cultural, linguistic, and educational backgrounds.
- Personal qualities of integrity, credibility, and dedication to the mission of Seed Global Health.
- Bachelor's degree required, Master's degree in relevant field of study preferred.

WORKING CONDITIONS

- Based in Boston.
- Up to 25% travel may be required, including both domestic and international travel.

COMPENSATION

- Competitive base salary commensurate with experience, as well as health, dental, vision, disability, 401(k), and vacation benefits.
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