



Associate Vice President of Professional Practice

Reports To Senior Vice President, Client Services and Professional Practice
FLSA Exempt - Full Time
City/State Remote

Description **GENERAL DESCRIPTION OF POSITION**

The Associate Vice President of Professional Practice has responsibility and oversight for education services and content development, conference content programming, Public Policy, Research, Grant Funding, training services, and other associated leadership responsibilities within the management company, CGI.

Overall responsibilities include:

- Oversight of education and content programming
- Delivery of services and educational conferences that result in high attendee satisfaction and branding the client as the leader in their industry.
- Maintains awareness of current practice for CGI clients and influences development as needed.
- Maintain and develop future enhancements for educational products, simulations, and research.
- Maintain standards of practice for any CGI client, influence future edits, and promote all client related materials to conform to the standards.
- Maintain awareness of current practices, industry trends, and standards through literature, web resources, and healthcare education
- Ensure conference, publication, and webinar content to reflect current trends Support Editorial boards.
- Develop and manage research projects that further a client's professional practice i.e., White Papers, Webinars, correlation studies etc.
- Seek funding and lead as needed, grant supported client initiatives.
- Oversee and maintain revenue and expense trends to achieve budget(s)Lead, develop, and mentor, clients, and staff.
- Ensure current procedures, tools, and reference documents are maintained and accessible.
- Provide strategic planning, development, and oversight of new initiatives for all clients.
- Oversight of clinical content for development in Learning Management System(s)
- Support planning and execution for Conferences.
- Oversee public policy / advocacy for clients as needed.
- Identify networking opportunities and high value industry relationships that will promote CGI business priorities.



EDUCATION AND EXPERIENCE

- Master's in health care
- Registered Nurse or Social Worker
- Preferred Case Management / Education experience
- Excellent verbal, written, presentation, and interpersonal communication skills.
- Demonstrated leadership and management skills with a history of successful outcomes and ability to lead a team.
- Demonstrated ability to establish and nurture cooperative working relationships with diverse groups.
- Demonstrated project management, creative problem solving and multitasking skills.
- Effective organizational, detail orientation, and follow-up skills

COMMUNICATION AND CRITICAL THINKING SKILLS

- Ability to lead, analyze, and understand general business/company related articles and professional journals.
- Ability to create accountability systems for goal achievement.
- Experienced public speaking preferred.

SOFTWARE SKILLS REQUIRED

Proficiency with MS Office, MS TEAMS, and ZOOM

CERTIFICATES, LICENSES, REGISTRATIONS

- Registered Nurse or Social Work
- ACM or CMAC preferred.

EXPECTED TRAVEL

20-30% travel per year, including some weekends

While performing duties of this job, employees are able to regularly sit, walk, stand, talk, or hear regularly to sit, walk, and stand, talk, or hear, both in person and by telephone, use hands repetitively to handle or operate standard office equipment; reach with hands and arms; and lift to 25 pounds.



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EQUAL EMPLOYMENT OPPORTUNITY

CGi is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit, and business need.