

Director of Education Position Description

Description

The Davis Phinney Foundation for Parkinson's is a dynamic, national nonprofit organization based in Colorado. Our mission is to help people with Parkinson's to live well today, and we inform and inspire hundreds of thousands of people living with Parkinson's around the world each year through our work. Our working environment is fast paced and fun.

As a nonprofit organization with an annual budget of more than \$3 million, the Davis Phinney Foundation relies on private, philanthropic funding to make a difference in the lives of individuals affected by Parkinson's.

Location: Remote, in-person, or hybrid.

Hours of Work: Full Time

Reports to: VP Operations

About the Position

Essential Functions of Role

The Director of Education is a forward-facing role whose primary function is to drive and foster a culture of care for people with Parkinson's and their care partners. This role is accountable for creating the overall education strategy for the Foundation and for developing and delivering content and education to people with Parkinson's, care partners, and Parkinson's health care providers. They work directly with the Marketing, Development, and Community Engagement teams to ensure the right content and education is delivered to the right people in the right way. Additionally, the Director of Education works very closely with all of those in the Parkinson's community, including people with Parkinson's, care partners, allied health professionals, and physicians.

Overarching Accountabilities

- LMA
- Education Guidelines, Strategy, and Implementation
- Curriculum and Content Creation and Implementation
- Content, Education, and Impact Evaluation
- Parkinson's Expertise

Specifically

- Creates the educational vision and strategy for the Foundation
- Designs, writes, and implements curriculum for educational “courses”, events, trainings, and workshops
- Identifies speakers and hosts live and recorded webinars, interviews, panel discussions, and virtual meetups
- Establishes and maintains relationships with Parkinson’s experts to provide expertise, content, and advice regarding patient education
- Responds to queries and communicates daily with all stakeholders in the Parkinson’s community to increase knowledge, track trends, and identify future areas for educational development
- Ensures constant diversity of voices and perspectives when creating content, telling stories, and delivering education
- Checks content for legal, ethical, and accuracy concerns
- Creates and owns education department budget
- Consults Community Engagement, Development, and Marketing teams on curriculum for trainings and workshops and content
- Works with the Director of Marketing to optimize content for performance on various channels and to different audiences
- Identifies areas of opportunity and continues to refine content strategy to grow our authority and reach new people affected by Parkinson’s
- Leads initiatives to survey constituents about Foundation resources, specific programs, and all content

General Responsibilities

- Ability to travel occasionally and work evenings and weekends if necessary
- Support and build the Foundation’s reputation as a leading resource for living well tools
- Communicate the importance and usability of the Foundation’s programs
- Assist in other activities on the behalf of the Foundation

Qualifications

Our ideal candidate will have the following:

- Bachelor’s degree (Master’s degree in adult education, teaching, curriculum and instruction, educational leadership, or related preferred).
- Minimum of 5-8 years’ experience working in multimedia content production
- Minimum of 5-8 years’ experience in designing curriculum for on- and offline course materials and delivering educational programs
- Experience with community health, healthcare organizations, and knowledge of Parkinson’s highly desired
- Exceptional verbal and written communication

- Experience building trust and rapport with stakeholders including board of directors, peers, direct reports, donors, volunteers, colleague organizations, and others - effectively inspiring and supporting new levels of engagement activities with the Foundation
- A positive and authentic approach to relationship-building that is motivated by the Foundation's mission and a genuine investment in improving the lives of individuals affected by Parkinson's
- Bilingual proficiency (Spanish and English) is a plus
- Proficiency in MS Office 365 applications
- Experience with WordPress preferred

Salary

Salary range is between \$90,000 - \$100,000, commensurate with background and experience, plus paid vacation, sick time, retirement, and health insurance benefits.

To Apply

Please submit your resume and cover letter to jobs@davisphinneyfoundation.org with your full name and "Director of Education" in the subject line. In your cover letter, please indicate why you are interested in this specific role at the Davis Phinney Foundation and what makes you the ideal candidate for the position.

The Davis Phinney Foundation is an equal opportunity employer. We are committed to building an organization representing a variety of perspectives, skills, and most importantly people.