

SENIOR PROJECT DIRECTOR

Grade 12 – MANAGEMENT – REFERENCE #: SPD101915

Regular – Full-Time Position

Location: Position may be located at one of EDC's corporate offices in Waltham, MA; Washington, DC, New York, NY; or Chicago, IL; full-time telecommuting arrangement may be considered in other locations



Job Opportunities

EDUCATION DEVELOPMENT CENTER (EDC)

EDC is one of the world's leading nonprofit research and development firms. EDC designs, implements, and evaluates programs to improve education, health, and economic opportunity worldwide. Collaborating with both public and private partners, we strive for a world where all people are empowered to live healthy, productive lives.

EDC is committed to diversity in the workplace.

The Health and Human Development Division of EDC has an opening for a Senior Project Director, reporting to the Chief, Mental Health and Aging. The office of the Chief, Mental Health and Aging leads major initiatives to (1) promote the broad dissemination and implementation of evidence-based psychological treatments in public and private health care systems and (2) improve the delivery of mental health and dementia care for older adults.

The Senior Project Director will lead projects designed to have national impact on increasing the delivery of evidence-based psychotherapies (EBPs), with a specific focus on promoting public awareness of and patient engagement in EBPs. Working directly with the Chief, Mental Health and Aging, the Senior Project Director will manage the development of a dynamic and state-of-the-art, Web-based platform for increasing patient motivation for and engagement in Cognitive Behavioral Therapy and other EBPs. In addition, the Senior Project Director will develop resources to help establish and standardize processes, protocols, and patient and provider decision support tools for offering and locally implementing EBPs in health care facilities, including resources to promote shared decision-making and patient readiness to engage in EBPs. The Senior Project Director will also contribute to the development of competency-based training programs in evidence-based psychological treatments.

ESSENTIAL FUNCTIONS

The person in this position is expected to communicate clearly and courteously; to develop and maintain positive relationships with clients, consultants, collaborators, co-workers, field sites, and funders; and to work respectfully with EDC colleagues. The job requires adherence to EDC policies & procedures.

The Senior Project Director

- Is responsible for programmatic/technical success as well as for administrative/business/financial viability of each project
- Is primarily responsible for the production and management of resources to meet project or program development implementation objectives
- Directs
 - projects of high impact that are designed to increase the delivery of evidence-based psychological treatments and improve the quality of mental health care in large mental health care systems

- development of direct-to-consumer approaches for increasing public awareness of evidence-based psychotherapies
- creation of content and strategies to promote initial treatment motivation and ongoing engagement in care
- Approves plan revisions, sets priorities & strategies; evaluates progress
- Defines and monitors goals
- Determines resource needs; arranges appropriate internal or subcontracted services
- Oversees
 - team of instructional designers, web developers, and consultants in developing an EBP public awareness and patient engagement platform
 - development of effective and creative content (web-based and print) for educating, empowering, and motivating patients with mental health conditions to seek effective treatment
 - development of resources for providers and program managers to support the delivery of EBPs, including resources for increasing patient knowledge, shared decision-making, and treatment readiness
 - project status and tracks milestones
 - subcontractor and partner relationships
- Offers senior-level technical content support; may act as Principal Investigator for large, diverse, complex, &/or strategic assignments
- Presents project progress &/or results in public fora &/or publications
- Develops policies & procedures to improve project/program management efficiency, quality, consistency or effectiveness; implements and enforces Center and EDC policies, procedures or systems
- Is responsible for forecasting and budget development
- Generates additional work for EDC through business development efforts

The Senior Project Director

- Promotes equity and opportunity in support of EDC's commitment to diversity
- Builds positive client, vendor, and funder relations
- Co-authors papers, presentations, books
- Coordinates work of team leaders &/or project staff who may be located in field or remote sites
- Guides feedback exchanges
- Supervises technical &/or administrative staff; has oversight or administrative supervision over 3-5 staff and provides technical direction to additional staff
- May travel periodically

QUALIFICATIONS

This position requires educational achievement; excellent writing skills; demonstrable initiative, creativity, and flexibility; ability to work independently and effectively in groups; and strong interpersonal & organizational skills. Specific requirements:

- Master's degree in a field of mental health, health communication, public health, or related discipline
- PhD or equivalent in a related discipline desirable
- 10+ years related experience – or equivalent amount of experience and training beyond the Master's level –with approximately 4–6 years of complex project management experience, including budget responsibility and staff supervision
- Demonstrable leadership skills
- Excellent analytical skills and aptitude for details
- Well established in field of expertise
- Exceptional written and oral communication skills

- Significant experience/skills in health communications desirable
- Ability to develop effective communication products for broad public audiences
- Track record of publications
- Experience writing grant proposals and ability to secure external funding desirable
- Knowledge of patient engagement and/or implementation science principles desirable

Apply: [Online Application](#) or www.edc.org/careers Ref: **SPD101915**

Contact:

EDC

43 Foundry Ave.

Waltham, MA

No Phone Calls Please

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As an EOE/AA employer, EDC does not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status. EDC is a smoke-free workplace.