



Duke University Job Description: ASSISTANT DIRECTOR OF PROGRAMS, liH

Job Title: ASSISTANT DIRECTOR OF PROGRAMS, INNOVATIONS IN HEALTHCARE (liH)

Job Code: 2019

FLSA: E

Job Level: 16

Revised Date: 04/24/2017

Job Family: JF28

Occupational Summary

Innovations in Healthcare (liH) is a nonprofit organization hosted by Duke University and founded in 2011 by Duke Health, McKinsey & Company, and the World Economic Forum. The organization aims to improve healthcare worldwide by supporting the scale and impact of promising innovations. Innovations in Healthcare collaborates closely with the Duke Global Health Innovation Center (GHIC), part of the Duke Global Health Institute (DGHI). The Center studies and supports the scaling and adaptation of innovations, and related policy reforms, to address critical health challenges worldwide. It helps integrate complementary efforts across liH, DGHI, the Duke-Margolis Center for Health Policy and the Duke Institute for Health Innovation, developing an academic home for faculty, staff, trainees, and students working on health innovation and policy issues globally.

The Assistant Director of Programs, liH, is responsible for managing and overseeing all efforts that develop, engage, and grow a diverse community of innovators, corporations, foundations, public entities, and others to support the organization's mission. He or she will also oversee the provision of deep and specific support to healthcare innovators in the Innovations in Healthcare Network (currently 74 innovators operating in 70+ countries). Areas of support include, and are not limited to, the following: strategic planning; funding and investment; performance management; product/service innovation development; organizational leadership and talent; and leveraging healthcare innovation ecosystems.

The Assistant Director of Programs establishes and maintains relationships with various types of partners, including internal stakeholders and leadership, to oversee projects through conception, deliverable and reporting phases, ensuring high-quality deliverables. The Assistant Director of Programs will also be responsible for developing programs to engage and deliver value to supporters and collaborators, including corporations, foundations, government organizations, academics, and nonprofits. This individual will work closely with and report to the Executive Director as well as collaborate and work closely with research, operations, communications and finance staff to accomplish the mission.

Work Performed

Operational (50%)

- Develop and oversee projects, funded via liH and/or GHIC, to provide capacity-building support to healthcare innovators and entrepreneurs: 1) design and manage the pipeline process to recruit new innovators to join the network; and 2) develop and oversee the execution of innovator support and engagement programming including regional and local events, virtual workshops, toolkit development, and custom projects
- Manage and lead a team of engagement managers located around the world that directly provide support to selected innovators and broader innovation ecosystem development support, including developing and implementing processes to ensure the delivery of consistent quality support by Engagement Managers and the systematic tracking of data for use in organizational reporting. Engagement team members are currently based in Durham, NC, Washington, DC, and Nairobi, Kenya, where we provide regional engagement and innovator support
- Ensure communication across the broader Innovations in Healthcare and GHIC team, leveraging team strengths to improve project delivery
- Build Innovations in Healthcare's capabilities and metrics to help innovators achieve scale
- Represent Innovations in Healthcare at conferences and events
- Lead innovator site visits
- Develop and launch program areas and functions that facilitate greater interaction between healthcare innovators and Innovations in Healthcare supporters, such as joint innovator-supporter events, projects, working groups and communities of practice
- Support university student engagement in business support projects with innovators, in collaboration with team members

Strategic (25%)

- Participate in strategic business planning for global priorities and engagements across liH and GHIC
- Evaluate strategic and operational opportunities related to healthcare delivery in strategic geographies to target types of innovators for the Innovations in Healthcare network
- Research, identify and pursue relationships based on institutional priorities and strategic opportunities
- Develop relationships with stakeholders both internally and externally, including investors, accelerators, funders, and others who can strengthen Innovations in Healthcare's position and credibility
- Work with the management team to provide systematic and standardized approaches to meet innovator and supporter/partner needs

Business Development and Supporter Relations (25%)

- Work with Innovations in Healthcare and GHIC senior leadership to develop and execute organizational strategy for business development
- Develop new strategic relationships with clients in key geographic areas and sectors, including C-level executives in healthcare, academic institutions and governments to expand partnerships and financial support to meet revenue targets
- Work collaboratively to develop proposals, including due diligence issues, budget and pricing, proposal writing, contract negotiations, and ongoing involvement in presentations to supporters and stakeholders.
- Ensure deliverable products in a timely fashion, tracking and reporting on status of all proposal components
- Create and deliver detailed reports and presentations for clients and internal stakeholders
- Actively communicate with executive-level leadership to ensure successful progress on projects

Required Qualifications at this Level

Education/Training: Master's Degree required in a relevant field.

Experience: A minimum of five years' experience, with a minimum of three years in health-focused innovation experience required. Successful track record of working with innovators and entrepreneurs for the on-time completion of projects.

Project management experience Strongly prefer experience in health sector in emerging markets, as well as in the USA

Skills: Ability to manage partner relationships, working collaboratively with C- level executives across organizations
Strong oral and written communication skills
Interpersonal skills and ability to work cross-culturally
Self-starter
Ability to travel internationally 20% of time

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.