

# Leadership Training Academy (LTA) Program Manager

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## About PRH:

Physicians for Reproductive Health (PRH), a network of doctors across the country, works to improve access to comprehensive reproductive health care. We do this by mobilizing and educating clinicians, speaking with the media, and advocating with our policy makers to achieve a vision of person-centered health care that is safe, supported, and accessible. The current social and political climate requires that PRH remains steadfast in confronting attacks on access to reproductive health care and related progressive issues, yet nimble and creative in responding to those assaults.

- We bring the physician's distinctive voice to discussions about and debates over reproductive health care, ensuring that the people we serve are centered and prioritized.
- We provide leadership and tools so that physicians can speak up and take action to advocate for the communities they care for.
- We use scientific expertise, medical evidence and lived experience to influence legislation, medical practice, and public opinion.
- We advocate for comprehensive reproductive health as a core part of all medical curricula.
- We train doctors to educate their colleagues and other health professionals on best practices in reproductive and sexual health care.
- We offer the strength of our network to physicians all over the world.
- We work to ensure that equity and justice is the foundation of our work, including a commitment to racial justice and it is applied to organizational operations, including internal processes and infrastructure.
- We maintain a workplace culture that attracts, retains, and motivates a diverse staff, deepening and strengthening a culture of inclusion and equity within the team and across the entire organization.

**To learn more about PRH, please visit us on the web at [prh.org](http://prh.org).**

## Position Summary:

This position will manage Physicians for Reproductive Health's flagship program, the PRH Leadership Training Academy (LTA). The LTA works with physicians to help them develop and internalize the skills they need to be powerful, effective, lifelong advocates for comprehensive sexual and reproductive health care. Over a 9-month period, this competitive program provides a select cohort of physicians with in-depth advocacy training as well as hand-on opportunities to advocate with policymakers, in the media, and within professional medical organizations. Nearly 500 physicians living and working in 48 US states have received this training and are currently part of the LTA Alumni Community. The LTA Program Manager plans and leads a webinar series as well as two week-long trainings (in-person or virtual) for a cohort of 25+ LTA fellows each year. The LTA Program Manager also provides technical assistance and support to fellows as they seek out and participate in advocacy activities in the policy and media arenas as well as within medical organizations and institutions. This position is responsible for supporting and

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maintaining the fellowship curriculum, including assessing the need for new content and faculty. The Manager coordinates and tracks all fellowship activities, supports program evaluation efforts, and promotes the LTA program alone or in collaboration with fellows and LTA alumni. Finally, the LTA Program Manager organizes and facilitates the annual admissions process for new LTA fellows.

### Compensation & Location Details:

This is a full-time overtime-exempt position. Compensation for this position includes \$70,000 annual salary plus paid time off, medical, dental, vision and retirement benefits as well as a flexible 35 hour weekly schedule, and stipends for remote work costs and employee wellness. This position is fully remote and can be located anywhere within the United States. Some travel is required for in-person trainings, PRH staff events as well as reproductive health and medical conferences

### Reports to:

Senior Director, Education, Research & Training

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### Position Duties Include:

#### Advocacy Training and Support

- Organize, plan and facilitate all aspects of two annual week-long trainings (in-person or virtual), and an ongoing webinar series for each LTA cohort.
- Serve as a point of contact for LTA Fellows to provide technical assistance and 1:1 support throughout program year
- Foster, maintain and support relationships with physicians in each LTA cohort
- Actively work to build community within each LTA cohort by integrating social, professional and personal connections into LTA group activities both in person and online
- Support LTA Community Listserv requests and management as needed
- Collaborate with PRH staff to strategically connect LTA fellows with resources (i.e., speakers, handouts, slides) and advocacy activities with organizational partners and coalitions
- Adapt LTA program content as appropriate for training activities with other doctors in the PRH network as well as other health care providers and partners as appropriate
- Participate in PRH advocacy days with federal and state lawmakers (in-person and virtual); support, prep, and lead groups of physician-advocates in legislative meetings
- In collaboration with subject matter experts from the LTA faculty, develop new areas for curriculum development and continuously work to improve and expand the curriculum within an RJ framework and anti-oppression lens
- Recruit and foster LTA faculty member relationships

#### Recruitment & Admissions

- Recruit a diverse cohort of applicants to the LTA program annually including physicians from various medical specialties, geographic locations, as well as ethnic, racial, and sexual identities underrepresented in medicine
- Lead the applicant application, scoring and interview process in partnership with PRH staff and select LTA Alumni/PRH Board members
- Attend, exhibit, prepare and distribute materials highlighting the LTA and PRH at national and regional conferences, meetings, and colleague organization events

#### Program Management and Administration

- Track and analyze fellow activities and trends using a shared organizational database

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- Collaborate with LTA Alumni Director, Senior Director of Education, Research and Training Division, and broader PRH staff to transition fellows into the LTA Alumni community after commencement
- Provide program highlights and data to engagement team to support ongoing fundraising efforts
- Manage faculty and fellow honoraria and reimbursement requests as needed within LTA budget
- Work collaboratively with the Public Policy and Voice & Engagement teams identifying LTA Fellows to participate in public events
- Support LTA Program evaluation efforts and broader organization-wide evaluation efforts
- Participate in selected established and ad-hoc working groups at PRH and with coalitions
- Prepare materials, reports, and presentations to share with board members, donors and internal/external stakeholders
- Other duties as assigned

### Qualifications/Requirements:

- Minimum of 3-5 years of experience, preferably in the reproductive health, rights and justice movements; medical education; or training fields
- Experience working with health care professionals and/or medical education curricula a plus
- Excellent problem-solving skills to juggle a variety of stakeholder relationships
- Stellar program management skills
- Outstanding verbal and written communication skills
- Professional authority and comfort to represent PRH and LTA with stakeholders at public events
- Strong organizational and time management skills
- Ability to handle competing deadlines
- Familiarity with online survey tools and analysis
- Creative/inventive thinker
- Ability to work independently, collaboratively, & efficiently with leaders with divergent visions
- Comfortable with telework technologies
- Ability to travel as assigned
- Strong commitment to reproductive health, rights, and justice

### To Apply:

To apply, please email your CV and cover letter to [recruiting@prh.org](mailto:recruiting@prh.org). Applications are reviewed until the position is filled. Please indicate "LTA Program Director" in the subject line. No phone calls, please. HR will only contact successful candidates. Applications are reviewed until the position is filled.

*Physicians for Reproductive Health is an equal opportunity employer, committed to attracting, developing, and retaining exceptional people. We welcome and safeguard applicants and employees from discrimination for all positions on the full spectrum of education, experience, age, race, creed, color, national origin, pregnancy, sexual orientation, gender identity, religion, disability, gender expression, ancestry, marital status, parental status, veteran status or other military status, citizenship status, genetic carrier status, genetic information, or other non-merit based factors and characteristic protected by federal, state, or local law.*