



Medical Director Job Description

Medical Learning Institute, Inc. (MLI; <https://www.mlileducation.org/>), a 501(c)(3), non-profit organization founded in 2006, is seeking a full-time Medical Director to assist our growing team across the spectrum of business development efforts, managing/developing content for funded projects, and communicating compelling outcomes. Our organization is fully virtual, and we will review well qualified candidates regardless of location in the US. Occasional travel (including international) to live events and conferences may be required. We offer a comprehensive benefits package including a choice of health insurance plans, 401(k) plan, paid time off, and paid holidays. The Medical Director will report to MLI's VP, Scientific and Educational Affairs.



Responsibilities

Business development

- Conduct research to delineate supporters' strategic imperatives and clinicians' practice gaps
- Write needs assessments, learning objectives, and agendas that compliantly align supporters' strategic imperatives with clinicians' practice gaps
- Commission needs assessments, brief freelance writers, and substantively review their work
- Identify effective, creative educational formats to address clinicians' needs; explain the rationale for format selection
- Think strategically about business opportunities and contribute to planning efforts
- Collaborate effectively with sales colleagues and leadership

Funded projects

- Identify expert faculty and liaise effectively with them and with educational partners
- Write discussion guides for and lead interviews/focus groups with potential clinician-learners
- Draft and edit content (eg, agendas, outlines, slides, practice aids, educational resources for clinicians and patients)
- Write effective outcomes questions that align with learning objectives and content
- Contribute substantively to outcomes reports
- Collaborate effectively with team members including project, production, and marketing managers

Qualifications

- Advanced degree related to biomedical sciences/healthcare; licensed clinician preferred
- At least 3 years of experience working in an organization that develops high-quality continuing education certified for credit for clinicians
- Experience developing and executing live events and enduring activities for US and ex-US audiences
- Experience developing education for specialists (eg, oncologists, endocrinologists), generalists (eg, primary care clinicians), advanced practice providers, nurses, and pharmacists; understanding of the scope of practice of each audience
- Experience in oncology (both solid tumors and hematologic malignancies), endocrinology, dermatology, and other therapeutic areas
- Strong familiarity with instructional design principles, accreditation requirements, and outcomes assessment
- Ability to align practice gaps/educational needs, objectives, content, format, and assessment questions
- Ability to tell a succinct but compelling story in grant requests and outcomes reports
- Excellent writing and editing skills
- Excellent oral presentation skills
- Ability to liaise with expert clinical faculty
- Attention to detail; strong organizational, prioritization, and time management skills
- Eligibility for the CHCP exam (CHCP credential preferred)

Well qualified applicants should submit a cover letter and CV to HR@mlileducation.org.