



Director of Workforce Development

The Pennsylvania Academy of Family Physicians is a nonprofit association representing more than 5,500 family physicians, residents and medical students across Pennsylvania. We are the fourth largest state chapter of the American Academy of Family Physicians.

We're seeking a dynamic professional to lead workforce development and member engagement initiatives that strengthen the pipeline of future family physicians. This role focuses on engaging students, residents, and early-career physicians while managing grant-funded programs, committees, and statewide events.

As a mission-driven association, we support the delivery of high-quality health care, help develop the next generation of family medicine physicians, and strengthen the skills of practicing family doctors through innovative programs and engagement.

Key Responsibilities

- Lead workforce pipeline programs and engagement initiatives
- Manage state grant-funded programs, including implementation and reporting
- Build and maintain relationships with medical schools, residency programs, and physician leaders
- Oversee student, resident, and program director assemblies and committees
- Plan and execute statewide and regional events and outreach efforts
- Track engagement metrics and program outcomes
- Support membership recruitment and retention efforts

Qualifications

- 5-10 years of experience in workforce development, healthcare, education, or nonprofit settings
- Strong program management, organization and relationship-building skills
- Experience managing grants or funded programs preferred
- Excellent communication and presentation abilities
- Familiarity with MS Office 365, CRM systems and data tracking
- Bachelor's degree required; advanced degree or relevant certifications a plus

Work Environment

- Hybrid role with remote and in-person responsibilities (must reside in Pennsylvania, preferably within one hour of Harrisburg)
- Occasional travel for conferences and events
- Fast-paced, collaborative environment with multiple projects
- Supportive, mission-driven team focused on quality work in service to our members

Benefits and more

- Compensation is commensurate with experience and qualifications.
- Company paid health and welfare benefits, including medical, dental, vision, life, and Short- and Long-Term Disability
- Flexible Spending Accounts for eligible health care expenses

- Generous paid vacation and sick time accrual
- Defined contribution retirement plans with employer match
- Annual professional development budget

PAFP/F provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other protected status under applicable law.