



## **Your Life. Our Mission.**

New England Life Flight, Inc., dba Boston MedFlight  
Personnel Policies

**I. POSITION** Director of Partner Engagement and Business Development

**II. PRIMARY PURPOSE**

Reporting to the Chief Executive Officer, the Director of Partner Engagement and Business Development is responsible for partner engagement and network development to support Boston MedFlight's mission in accordance with strategic priorities.

**III. ESSENTIAL DUTIES**

- Develop and implement strategies to increase partner (hospital/EMS) engagement.
- Identify opportunities for new partner relationships and formalize arrangements.
- Work with CEO and Senior Leadership Team to develop and monitor strategic growth plans.
- Establish regular communications with partners to increase awareness of Boston MedFlight services and knowledge of new initiatives.
- Engage Senior Leadership Team and other staff and facilitate interactions with stakeholders.
- Plan and conduct in-person visits with partners.
- Track call volume trends in volume growth and make adjustments, changes, and recommendations according to fluctuating trends in volume.
- Report and record all engagement activity including site visits, providing weekly report to CEO.
- Evaluate and interpret current service request patterns and trends ensuring understanding of referral dynamics and vehicle requests.
- Complete follow-up meetings to ensure internal and external obstacles to utilization and satisfaction is identified and minimized.
- Communicate feedback from partners with CEO and Senior Leadership Team as appropriate to resolve issues to better serve our patients and partners.
- Prepare and present reports, identifying trends, lessons learned, opportunities and areas for improvement to achieve strategic goals.
- Maintain latest knowledge of the health system, hospital and provider landscape relevant to Boston MedFlight's services.
- Support the implementation of key initiatives that require relevant network development, as directed by the CEO.
- Attend events and meetings as needed.
- Participate in outreach events and attend work-related activities.
- Perform all duties with consistently high ethical standards and strict adherence to company policies and procedures.

**IV. POTENTIAL DUTIES**

- Unrestricted travel by air or ground
- Public speaking

# ***BOSTON Med Flight***

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### **V. MINIMUM QUALIFICATIONS**

- Bachelor's degree preferred.
- Clinical background and helicopter air ambulance experience preferred.
- At least 10 years' experience in critical care transport.
- Exhibited success in presentations to healthcare and community partners.
- Possess and demonstrate excellent organizational, interpersonal, facilitation, and communication skills.
- Capacity to work independently with minimal supervision.
- Ability to travel as needed.

### **VI. NOTES**

An FBI background and CORI checks will be performed prior to employment.

### **How to Apply:**

Please visit our career center by clicking [here](#) to submit an application and résumé

Or mail to:

Human Resource Manager  
Boston MedFlight  
150 Hanscom Drive  
Bedford, MA 01730

### **For More Information**

Please visit our website to get more information about current job opportunities and our program

[www.bostonmedflight.org](http://www.bostonmedflight.org)

Origin. 11/2020