



JOB DESCRIPTION: SENIOR PROGRAM MANAGER

Mississippi Technical Assistance Lead

CommonHealth ACTION (CHA) is a national, nonprofit public health organization that works with national organizations and community-based partners to create conditions in which all people have equal opportunities to achieve optimal health. To achieve its mission, CHA designs and facilitates community-level programming, provides tailored technical assistance services, engages in research, writing, and evaluation, and offers a range of support to community groups and funding organizations interested in innovative and effective public health practice.

GENERAL RESPONSIBILITIES

The Senior Program Manager (SPM) leads the management and implementation of CommonHealth ACTION's (CHA) Mississippi-focused technical assistance. The SPM works independently and collaboratively with CHA's DC-based staff to develop, manage and implement activities in the following areas: public health programming, community-based technical assistance, research and evaluation, resource development, grant and contract management and report writing, community-based organizational development, community engagement, and meeting development and implementation. Other responsibilities include supporting communications activities, serving as liaison and CHA representative at meetings in Mississippi and nationally, establishing and maintaining partnerships to advance CHA's mission.

The Senior Program Manager position requires excellent analytical, interpersonal, organizational and writing skills as well as discretion, sound independent judgment, the ability to work across sectors and races and political acumen. The ideal candidate will have extensive experience working in Mississippi at the local level, while understanding the statewide political context that shapes and frames policy. In addition, the SPM should have extensive knowledge of local challenges faced by community based organizations; have a commitment to equity, the well-being of children and families and community capacity building; and be familiar with racial healing methodology.

WORK DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Develop and effectively manage program timelines to ensure timely completion of program deliverables. This includes monitoring ongoing scopes of work to ensure accuracy of CHA activities vis-à-vis contractual and grant commitments for Mississippi focused work.
- Manage programmatic budget to ensure effective use of grant funds. This includes reconciling the line item budget on a monthly basis and ensuring accuracy of financial reporting. Adhere to CHA's administrative and recordkeeping guidelines to support accurate bookkeeping and documentation of activities.
- Provide in-person, online and phone-based technical assistance to Mississippi-based grantees. This requires building trust, communication, and healthy relationships with leaders of grantee organizations. This technical assistance will be ongoing and will vary (e.g. proactive; responsive).
- Lead collaborative development of long and short-term program planning in conjunction with CHA and foundation staff.
- Effectively engage CHA staff assets to support the ongoing work of Mississippi-based local grantees and build community and organizational capacity.
- Document Mississippi-based activities for publication and reporting.
- Lead the development of grants applications and reports through collaborative writing and editing.

- Manage relationships with contractors.
- Establish and maintain the CHA MS-based satellite office with support from DC-based administrative staff and Office Manager.
- Participate in CHA organizational planning activities in-person, on conference calls and via Skype.
- Lead the development and dissemination of online and hardcopy programmatic materials. This includes leading the collaborative development of an online networking and information sharing platform for grantees.
- Develop PowerPoint presentations, brochures or other materials for use during program-related activities and for presentation at professional conferences.
- Manage and coordinate programmatic meetings/events including managing logistical contractors.
- Facilitate small and large group meetings.
- Develop regular and timely programmatic updates for inclusion on CommonHealth ACTION's Web site.
- Lead the collaborative development of survey, monitoring and evaluation tools.
- Serve as programmatic liaison to foundation staff including, participating in planning meetings and call.
- Develop and maintain an effective "resource relationship" with the DC-based Program Associate. This includes managing information, resources, time and opportunities that allow the PA to work effectively.
- Expose grantees to topically relevant, emerging and existing evidence-base to support programmatic work.
- Work to connect CHA's MS-based efforts to other CHA programs as well as initiatives of current and potential national partners.

EMPLOYMENT STANDARDS & CONDITIONS

REQUIRED EDUCATION AND EXPERIENCE: Graduate degree in relevant professional field with a minimum of 20 years experience working on public health-related, management, and/or community-based issues.

- Experience working in Mississippi on community-based collaborative efforts and with non-profit organizations
- Familiarity with political context in the state of MS
- Familiarity with determinants of health and economic inequities
- Experience with community capacity building efforts
- Familiarity with leadership development methodology
- Strong understanding of grants and program management
- Demonstrated interest and/or strong understanding of public health issues
- Knowledge of community-based technical assistance
- Willingness to engage in continuous learning and training
- Demonstrated professional and political aptitude
- Knowledge of Mississippi's history, culture, and geography are a plus

HIRING SALARY RANGE & BENEFITS: \$84,000 to \$89,000 (Contingent upon available funding) plus competitive benefit package with annual leave, health/dental/vision insurance and retirement contributions (403B).

JOB CLASSIFICATION: Exempt

RESOURCE RELATIONSHIP: The CHA President will serve as the lead resource person for the SPM.

JOB LOCATION: The Senior Program Manager will be based in the Jackson, Mississippi Metropolitan Area. A CHA satellite office will be made available in the Jackson Metro Area. The SPM will be expected to work primarily in the CHA satellite office when not on travel although some telework is allowable.

ESTIMATED START DATE: February 1st, 2012 - March 1, 2012

TRAVEL: Domestic travel is required for this full-time position. Estimated travel: 50% annually (Approx 35% in-state travel/15% nationwide travel). A reliable automobile, insurance, and a valid driver's license are required for local travel.

POINT OF CONTACT: John Wesley, Office Manager/HR Specialist

HOW TO APPLY: Please submit a resume/CV and salary requirements to: jwesley@commonhealthaction.org

Please place "Senior Program Manager Mississippi" in the subject line of the email when applying.

NO PHONE CALLS PLEASE. Due to the large number of applicants, only successful candidates will be contacted.

CommonHealth ACTION values a respectful, collaborative work environment. We establish and maintain trustful relationships with all staff, contractors, funders, and partners. We believe that hard work, a focus on quality, and a passion for the public's health are required to improve the well-being of individuals, families, and communities. CHA looks to all staff to contribute to the effective implementation of programmatic activities and the successful growth of the organization.