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nnphi.org	

Position Announcement – Health Systems Transformation Manager

Opportunity:

The National Network of Public Health Institutes (NNPHI) is an active network comprised of over forty member public health institutes located throughout all ten Health and Human Services regions. NNPHI also serves as the National Coordinating Center for Public Health Training (NCCPHT), and hosts an affiliate network of ten Regional Public Health Training Centers (Regional PHTCs) serving all fifty states and US territories. Public health institutes (PHIs) are nonprofit organizations that improve the public's health by fostering innovation, leveraging resources, and building partnerships across sectors, including government agencies, communities, the health care delivery system, media, and academia. NNPHI and its member institutes work together to implement public health policy and program initiatives throughout the nation. NNPHI offices are located in New Orleans and Washington, DC.

The NNPHI mission is to support national public health system initiatives and strengthen public health institutes to promote multi-sector activities resulting in measurable improvements of public health structures, systems, and outcomes. NNPHI's vision is innovation-fostering public health institutes across the nation collaborating to improve population health.

NNPHI collaborates with its member public health institutes and a wide range of national, state, tribal and local partners to support public health initiatives. These collaborative efforts promote health equity, support public health and health systems collaboration, build capacity of the public health system, encourage health in all policies, and promote evidence-based public health practice. Additional information about NNPHI's program areas and collaborative efforts with public health institutes is available at www.nnphi.org.

Position Summary:

NNPHI is committed to the development of a robust distributed capacity network of public health institutes (PHIs) across the country collaborating to improve population health. As the U.S. health system shifts towards value-based payment models, improving population health requires innovative approaches to engage public health in delivery system transformation. Public health institutes are working on numerous initiatives bridging public health and health care. NNPHI implements several initiatives in this topic area funded by the Centers for Disease Control and Prevention (CDC) and the Robert Wood Johnson Foundation (RWJF), collectively referred to as the "Bridging Portfolio" (see <https://nnphi.org/relatedarticle/bridging-public-health-and-health-care/>). The Health Systems Transformation Manager will work closely with NNPHI leadership and staff, public health institutes, funders, and other partner organizations to implement NNPHI's Bridging Portfolio and enhance understanding nationally of the work of public health institutes in this topic area. This position

emphasizes a combination of customer service and relationships, as well as subject matter expertise. The successful applicant will demonstrate several years of experience building and maintaining high quality relationships with public health organizations, as well as organizations representing health care organizations, providers, or payers. He or she will demonstrate subject matter expertise in several areas relevant to bridging public health and health care (see below). This position will report to the Chief Program Officer. This position is based in NNPHI's Washington, DC office and requires approximately 20% travel.

Primary Responsibilities:

- Plan, implement, and evaluate initiatives in NNPHI's Bridging Portfolio.
- Maintain and develop relationships with funding agencies (including federal agencies and private foundations).
- Manage RFP processes to select contractors and consultants to implement NNPHI's Bridging Portfolio.
- Supervise one or more NNPHI Staff (e.g., Program Associate) working in NNPHI's Bridging Portfolio
- Serve as liaison to NNPHI contractors and consultants.
- Develop and monitor budgets for projects in NNPHI's Bridging Portfolio.
- Author reports to funders for projects in NNPHI's Bridging Portfolio.
- Plan and implement sessions for NNPHI Annual Conference and other organizations' conferences.
- Plan and host webinar series for NNPHI members.
- Coordinate interest groups of NNPHI members and national partners.
- Provide and coordinate technical assistance to public health institutes and other stakeholders/partners (e.g., external grantees of CDC or other federal agencies).
- Produce and refine logic models and action plans.
- Author and edit reports and other communications materials.
- Contribute regular updates to www.nnphi.org (content including copy, blog posts, events) as well as content for other organizations' websites.
- Develop communications regarding funding opportunities, conference announcements etc.
- Learn from other national organizations and seek innovative and best practices and leverage that knowledge to help advance the work of NNPHI members.
- Contribute to the development of proposals.
- Conduct other duties as assigned to fulfill NNPHI's mission.

Qualifications:

- Master's Degree or relevant experience (5 + years) in business, non-profit management, public administration, health systems management, public health or other disciplines.
- Demonstrated experience in one or more of the following topic areas: health care payment and delivery reform; health care administration; Medicaid policy; coordinated care models;

public health policy, systems, and environmental change. Candidates with demonstrated understanding of health care finance preferred.

- Stellar communications skills including strong editing and writing skills. Candidates should share thought leadership papers, reports, and/or blog posts as part of their application. Candidates will be asked to complete a writing assignment as part of the interview process.
- Confident public speaker, in person and via phone/webinar. Candidates must be comfortable networking and representing NNPHI in meetings.
- Strong interpersonal skills and ability to work effectively on a team and with diverse partners.
- Experience in a fast-paced, entrepreneurial environment. Flexibility with an ability to maneuver effectively in the face of uncertainty and transition.
- Excellent customer service skills and relationship management skills.
- Experience managing RFP processes.
- Experience developing relationships with national organizations representing health care organizations and providers (e.g., American Hospital Association, America's Health Insurance Plans, American Medical Association, National Association of Medicaid Directors, etc).
- Experience serving as a liaison to federal funding agencies and private foundations.
- Excellent analytic skills and comfort/familiarity with interpreting federal and state regulations
- Facilitation experience and knowledge of designing agendas and materials for effective meetings.
- Success mentoring and supervising staff and contractors
- Experience with the following software/systems required: Microsoft office (Word, Excel, PPT); email marketing and campaign (Constant Contact); webinar platform software (such as: Readytalk, WebEx, JoinMe, Go To Meeting, etc.). Preference for candidates with experience using: evaluation software (Qualtrics), event management software (regonline or cvent), project management software, and customer relationship management (salesforce.com)
- Based in NNPHI's Washington, DC office.

Salary/Benefits:

1. Salary range of \$65,000-\$80,000, commensurate with education and experience.
2. A highly competitive benefits package is offered to all NNPHI staff.

Please send CV, cover letter, writing samples, salary requirement, and three professional references to: hr@nnphi.org

Subject line: Attn: Health Systems Transformation Manager

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