



Position: Program Manager

Opportunity:

The National Network of Public Health Institutes (NNPHI) is an active network comprised of 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. Our business line and portfolio is growing therefore, the organization seeks a Program Manager to support our "Bridging Sectors to Create Health" and "Health Justice and Advocacy" portfolios. This body of work includes programs funded by the Centers for Disease Control and Prevention (CDC) and the Robert Wood Johnson Foundation (RWJF). The Program Manager will have an opportunity to influence the growth of these portfolios and will be a flexible, team-oriented, passionate professional that believes in the values of health for all, innovation, entrepreneurship and positive change.

Position Location:

This position may be based in either NNPHI's Washington, DC or New Orleans office, and requires domestic travel of approximately 25%. Applicants should specify their preferred office location in their cover letter.

Primary Responsibilities:

- Plan, implement, and evaluate initiatives in NNPHI's "Bridging" and "Health Justice" portfolios.
- 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.
- Serve as liaison to NNPHI contractors and consultants.
- Develop and monitor budgets for projects in NNPHI's "Bridging" and "Health Justice" portfolios.
- Author reports to funders for projects in NNPHI's "Bridging" and "Health Justice" portfolios.
- Plan and implement sessions for NNPHI Annual Conference and other organizations' conferences.
- Contribute to the development of proposals.
- Plan and host webinar series for NNPHI members.
- 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.
- Maintain and develop relationships with funding agencies and partners (including federal agencies and private foundations).
- Be a Resource Advisor (supervisor, mentor & content resource) to one or more NNPHI Staff (e.g., Program Associate) as assigned.
- Manage internal relationships and resources to achieve project deliverables in within a "team culture".
- Conduct other duties as assigned to fulfill NNPHI's mission and values.

Qualifications:

- **Education and Experience:** Minimum Master's degree in relevant field plus five years professional experience in public health, non-profit management, public administration, health care administration, or related field .
- **Communications:** Ability to gain consensus and collaborate across NNPHI programs and with network members and partners; ability to explain complex concepts in layman's language; ability to generate enthusiasm; ability to communicate with all levels of management and staff, establishing straightforward, productive relationships; treating all individuals with fairness and respect, demonstrating sensitivity for cultural and gender differences; showing great drive and commitment to NNPHI's mission; maintaining high standards of personal integrity.
- **Client/Service Orientation:** Understands clients' and colleagues' needs and concerns; responds promptly and effectively; customizes services and products as appropriate.

- **Drive for Results:** Makes things happen; is proactive; solutions-oriented; sets high standards for self; commits to organizational goals.
- **Teamwork:** Collaborates with others; acknowledges others' contributions; works effectively with individuals of different culture and gender; willing to seek help as needed. Influencing and resolving differences across organizational boundaries: gaining support and commitment from others even without formal authority; resolving differences by determining needs and forging solutions that benefit all parties; promoting collaboration and facilitating teamwork across organizational boundaries.
- **Project Management Skills:** Includes, content management, internal and external stakeholder relations; successful implementation and closeout of assigned projects/programs.
- **Learning and knowledge sharing:** Open to new ideas; shares own knowledge; applies knowledge in daily work; builds partnerships for learning and knowledge sharing.
- **Analytical Thinking and Decisive Judgment:** Analyzes issues and problems systematically, gathering broad and balanced input, drawing sound conclusions and translating conclusions into timely decisions and actions.

Salary/Benefits:

1. Salary range of \$53,000-\$68,000, commensurate with education and experience.
2. NNPHI offers a highly competitive and benefits package, including medical/dental/vision/FSA/parking/transportation, generous retirement contributions and annual leave.

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

NNPHI's Values Statement to our Employees

- We value each employee as a whole person and support a healthy life balance.
- We believe in a work environment that promotes health and wellness.
- We believe in investing in the growth and passion of our employees to create a workforce that positively affects social change.

Equal Opportunity Employer