



The
HEALTH FEDERATION
of Philadelphia

Job Title:	Program Manager
Department/Program:	Mobilizing Action for Resilient Communities (MARC)
Reports to:	Director of Special Initiatives
FLSA Status:	Exempt
Supervises:	Project Assistant

JOB SUMMARY

The Health Federation of Philadelphia (HFP) has received a three year, high profile, \$4.8 million grant from the Robert Wood Johnson Foundation. The purpose of the grant is to contribute to the Foundation's overall effort to create a national culture of health. HFP will help the Foundation deepen its understanding of how communities can contribute to a culture of health by reducing adversity and trauma and promoting resilience.

HFP will serve as the convener of 11 to 12 communities that have established strong partnerships and demonstrated promising progress toward translating the findings of the Adverse Childhood Experiences study (ACEs) into practice, research and/or policy. The MARC Project will make 2-year grants to the selected group of communities to help them advance their ACEs and resilience work. HFP will establish a learning collaborative among the funded communities to identify and share best practices. HFP will also be responsible for broadly disseminating these learnings through a variety of platforms.

The primary function of this position is to partner with the Director of Special Initiatives in creating the vision for and implementing the MARC Project.

JOB SPECIFICATIONS

Responsibilities/Duties

- Contribute to the vision, development and coordination of the MARC Project implementation plan including the grant-making, learning collaborative, evaluation and dissemination strategies
- Plan, staff and participate in the learning collaborative to achieve program objectives
- Collaborate with HFP project team, evaluators and grantees on development of criteria to assess the effectiveness of grantee projects and the overall MARC Project; facilitate implementation of evaluation activities

- Develop and maintain a high level of knowledge of the state-of-the-art thinking in the fields of early adversity and toxic stress, trauma informed practice and resiliency as well as effective, promising and/or innovative ways to build collective impact
- Establish and maintain excellent relationships with the MARC learning collaborative partners and provide support to help them achieve their community level goals
- Contribute to and/or prepare reports, papers, presentations, recommendations and other written materials for the Director of Special Initiatives, national advisers and other MARC Project stakeholders; represent the MARC Project in a variety of venues
- Identify potential grant opportunities that advance project goals and sustainability
- Respond to inquiries about the MARC Project, represent the project findings and maintain a record of inquiries and/or communications regarding the project
- Analyze and summarize MARC grantee reports and updates
- Otherwise support the work of the Director of Special Initiatives, advisors and participants
- Ability to serve as an ambassador for the HFP on this highly visible project
- Strong commitment to the Health Federation's vision and mission
- Proven commitment to promoting social change to improve the lives of vulnerable children, families and communities

Education/Requirements

- Master's degree in relevant field such as public health, social work, or public administration or equivalent experience
- Minimum of five years of professional and project management experience in a relevant field

Experience

- Experience in the development, implementation and/or evaluation of program goals and strategies
- Content expertise in trauma, trauma-informed care, adverse childhood experiences, violence prevention and resilience, highly preferred
- Experience working collaboratively across the nonprofit, private, and public sectors
- Previous grant-making and/or foundation experience and experience with relevant public health policy analysis desirable but not essential

Skills

- Excellent critical thinking and writing skills
- Effective organizational and time management skills with demonstrated ability to quickly engage in a "start-up" program and manage a diverse and demanding workload in a fast-paced environment
- Strong oral communications skills and interpersonal skills including the ability to speak publicly, develop and maintain effective working relationships with prominent stakeholders, work effectively as a member of a team and succinctly express complex concepts

- Demonstrated ability to work with fiscal personnel to oversee project budget and monitor sub-grantees
- Demonstrated project management skills, capacity for self-direction and effective collaboration
- Excellent ability to work closely on a small team as a “thought partner”

Physical Demands

Standard office setting, travel to multiple sites and community meetings and ability to transport materials. Routinely moves equipment or supplies weighing up to 30 lbs.

Salary and Benefits

We offer a competitive total compensation package including Health, Dental, Vision, Life, Short and Long Term Disability, Long-Term Care Insurance, generous Paid Time Off, and a Defined Contribution Retirement Savings program.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position. They should not be interpreted as an exhaustive list of all the responsibilities and/or skills required.

The Health Federation of Philadelphia is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or preference, marital status or any classification protected by federal, state or local law.

TO APPLY:

Please submit a cover letter, current resume, and sample of your writing (no more than 500 words) to: atyler@healthfederation.org