



Job Posting
Foundation for Health Leadership & Innovation
Position: Program Manager, CV Road Map to Innovation

Founded in 1982, the **Foundation for Health Leadership & Innovation (FHLI)** is a 501(c)3 nonprofit organization from which programs and partnerships grow to achieve our mission of improving the health of the whole person and whole community. FHLI is a trusted convener and facilitator, creating an open environment for developing collaborative relationships and advancing new ideas and strategies. Through our programs and partnerships, we build leadership, shape practice, affect policy, and drive innovation.

About the Position:

The Program Manager, Community Voice position is a full time 40 hours per week under the supervision of the Community Voice Director. This position does not currently have any direct reports or supervisory responsibility. This is currently virtual with occasional in-office work at our office located in Cary, NC.

The Foundation for Health Leadership and Innovation is seeking a full-time Program Manager to expand the Community Voice team and add capacity to the Foundation's maternal and behavioral health efforts.

The Community Voice team leads the organization's efforts to support rural communities and historically marginalized populations. The team works in rural counties and helps identify key rural leaders and connect them to local, state, and federal partners. In addition, the Community Voice team works in local communities to help build capacity and help them to enhance and expand services necessary for improved health outcomes.

Job Purpose:

This position leads the ***Roadmap to Innovation***, that includes our strategic engagement with specific rural communities and supporting their efforts to align address social drivers of health related to both behavioral health and maternal and child health. Additionally, the foundation works to align the communities with federal and local funding. We aim to live into our organizational values and walk alongside communities during this journey. The ***Roadmap to Innovation*** closely mimics the model that we have successfully used to convene and work alongside community leaders in Bertie County, where county leaders are collectively focused on implementing behavioral health strategies to support their adolescent population.

The position will report to the Director of the Community Voice and will help lead additional partnerships in the Foundation's priority rural communities. The position will develop and organize key statewide contacts and data for Community Voice projects. In addition, the position will engage in grant writing to prepare applications for funding for FHLI and rural community partners.

Job Duties and Responsibilities:

- Leads the development of community partnerships in the Foundation's priority

rural counties.

- Active presence in the communities and attendance at partner meetings and events.
- Identifies funding opportunities and prepare grant applications for submission to expand the Foundation's maternal and infant health equity and behavioral health work.
- Develops process/system for logging and categorizing funding opportunities for review by FHLI leadership.
- Matches community partnerships with funding opportunities and assists communities with applying for funding.
- Partners closely with state government and community partners on day-to-day program efforts and initiatives, and coordinate ongoing project tasks, timelines, and action items.
- Develops event registration forms, track and record attendance at trainings and events, and generate attendance and evaluation reports.
- Reviews data insights for FHLI storytelling and promotion purposes.
- Prepares media content (e.g., press releases, reports, social media) and organizes distribution in collaboration with FHLI communications team.
- Updates program websites and social media content as appropriate in collaboration with FHLI communications team.
- Designs program content (e.g., presentations, reports, informational flyers, event invitations, social media graphics/posts, etc.) for distribution using Canva or a similar platform.
- Support Center of Excellence (COE) team with behavioral and maternal health efforts aligned with Roadmap to Innovation priorities.

Qualifications:

- BA/BS in related field.
- Master's degree in a relevant area of study such as public health, communications, or public administration. Expertise in maternal and or behavioral health preferred.
- Knowledge of financial management and strategic planning.
- 5 years' experience in one of the following areas: organizational development, public health, leadership development, community development, social work, and/or organizing.
- Knowledge of human resource policies.
- The position should possess excellent organizational skills, strong interpersonal communications skills, and the ability to work independently and proactively on tasks.
- Excellent writing skills including grant writing and grant budget preparation.
- Experience and comfort facilitating groups of many sizes.
- Proficient understanding of the health care system, social drivers of health, and principles of health equity.
- Understanding of, passion for, and experience working in rural communities
- Basic community organizing ability.
- Skilled in customer service and responsiveness to constituent needs.
- Strong interest in the mission of the FHLI.
- Knowledge of state and federal grants and contracts a plus.



- Ability to effectively communicate/partner with a wide variety of skill sets and personalities.
- Excellent written and verbal communication skills
- Proficient in FHLI's systems including Sharepoint and other Microsoft Office 365 products.
- Demonstrate commitment to the values of diversity, inclusiveness, and empowerment.

Compensation:

This is a full-time, salaried position. This position will receive generous company benefits to include 100% paid health, dental, long-term disability, and life insurance coverage for the employee, as well as company-paid retirement contributions.

Salary is commensurate with experience.

We actively encourage diverse candidates to apply. FHLI provides equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, age, gender identity or expression, sexual orientation, disability, national origin, genetic information, or veteran status.

To Apply:

Interested applicants should send a cover letter, resume, and three professional references to be considered. Please send all requested documents to recruitment@foundationhli.org using the subject line "Application Program Manager, Community Voice".

FHLI will only review submissions that include all requested materials. Please be assured that FHLI will not contact references without applicant's explicit permission. Submissions will be accepted until the position is filled. No phone calls please.