Job Posting
Foundation for Health Leadership & Innovation
Position: Program Manager, PEN-NC

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, PEN-NC position is a full time 40 hours per week under the supervision of the VP, NC Oral Health Collaborative (NCOHC). This position does not currently have any direct reports or supervisory responsibility. This position is 75% remote with some travel within the State for meetings, conferences, and events. The Foundation for Health Leadership & Innovation office is located in Cary, NC. This position is based in North Carolina and the candidate will be expected to reside in the State.

Job Purpose:
This position will manage the day-to-day implementation of the program, initiate, and promote strong relationships with program partners and stakeholders across healthcare, including payers, community-based organizations, social service agencies, hospitals, physicians, state, and local government, and serve as the ultimate project manager and task master for this program. This position has potential for future growth.

Project ECHO™ Network in NC is in the beginning of the 2nd year of a three-year grant. The purpose of the grant is to develop PEN-NC into a self-sustaining, independent network that supports Project ECHOs in the State. This is a time limited position for two years, with the potential opportunity for growth beyond the three-year grant cycle. This position will be responsible, in partnership with the PEN-NC Core Team and Advisory Group, for developing a self-sustaining network outside of the initial three-year building grant.

What is PEN-NC?
PEN-NC is the first statewide network in NC dedicated to the coordination of ECHO (Extension for Community Healthcare Outcomes) programs to promote collaboration, efficiency, and planned growth. By supporting and facilitating Project ECHOs, PEN-NC is working to address critical needs across North Carolina, including:

- Increasing distribution of expertise across the state, especially in rural and low-resourced communities
- Strengthening workforce development and capacity
- Reducing racial, ethnic, and cultural disparities in healthcare and human services through a bi-directional flow of knowledge and expertise

**PEN-NC is a collaborative initiative** managed by the Foundation for Health Leadership & Innovation (FHLI) and the North Carolina Area Health Education Centers (NC AHEC), with funding and support from The Duke Endowment. The PEN-NC Core Team, the main planning and steering team led by the PEN-NC Program Manager, is made up of staff from both FHLI and NC AHEC.

**PEN-NC Advisory Group** serves as a sounding board to provide guidance and oversight of PEN-NC strategic plans and activities. PEN-NC benefits from diverse perspectives of individuals, health payors, professional associations, health systems, state government, healthcare professionals, academic institutions, and advocate committed to evidence-based models and strategies that prepare current and future health care and human service providers to deliver effective, high-quality, evidence-supported care can result in better care, healthier communities, and smarter spending.

**Job Duties and Responsibilities:**

- Develops a thorough knowledge of the history and current state of the PEN-NC network, including operations, partnerships, finances, and communications.
- Assists in the operations, implementation, maintenance, and oversight of project plans and procedures, including development of project infrastructure and workflow processes including but not limited to:
  - Coordinates annual needs assessment and related reporting
  - Maintains NC ECHO program inventory
  - Coordinates development of PEN-NC products (website, blog, emails, summary reports, “how to” guides)
  - Assists NC AHEC with Technical Assistant services for new program start up functions
  - Grant deliverables
  - Works with FHLI and partners on funding and budget management of the project including development and management of sustainable funding model and plan.
  - Identifies potential funding opportunities that promote sustainability
- Lead contact for internal and external stakeholders
  - Coordinates core team meetings
  - Facilitates Advisory Council
  - Initiates and promotes strong relationships with program partners and stakeholders across healthcare, including payers, community-based organizations, social service agencies, hospitals, physicians, state, and local government
  - Establishes relationships with other state ECHO networks and programs
• Maintenance of collaborative relationships across multiple levels of the organization and external entities
• Plan and conduct meetings with internal and external stakeholders, as necessary.
• Gives program presentations, as necessary

• In collaboration with the FHLI Communications team, this position will coordinate, manage, and oversee development of communication efforts for the PEN-NC program, including quarterly reports, press releases, content for the PEN-NC website, media relations, and materials for external meetings and conferences.
• Develops, coordinates, and manages, in collaboration with FHLI Director of Performance, Analytics, and Evaluation, the evaluation efforts of PEN-NC.
• Plans and leads a large-scale Summit meeting of external partners & supporters.
• Participates in national ECHO Policy Collaborative, and other committees as applicable.
• Serves on the FHLI program leadership team and is a key partner in central FHLI efforts.
• Performs other related duties as assigned.

Qualifications:
• Master's Degree in Public Health, Business Administration, Public Administration, Social Work or equivalent experience in a related field.
• 3-5 years of demonstrated program management experience.
• Any combination of experience and training can be considered equivalent to the education preference.
• Preferred familiarity with North Carolina, public health, rural access, and safety net provider networks a plus
• Preferred Experience with Project ECHOs
• Project management experience.
• Communications.
• Strong written and verbal communication skills .
• Excellent time management, organizational skills, and attention to detail.
• 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, plus generous vacation and sick time. Salary is commensurate with experience.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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, PEN-NC.”

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.