



Job Posting

Foundation for Health Leadership & Innovation

Position: Program Manager, Road Map to Innovation

Launched in 1982 under the direction of rural health champion Dr. Jim Bernstein, the Foundation for Health Leadership & Innovation is a nonprofit organization that advances collaborative, equity-centered, and community-driven solutions to improve the overall health and well-being of all North Carolinians.

Our vision is a North Carolina in which everyone has equal opportunity to attain their full health and well-being potential, and where no one is disadvantaged due to demographically, socially, or economically defined circumstances.

At FHLI we embody a spirit of innovation and believe that sustainable, systems-level change is driven by the people directly impacted by the longstanding inequities that continue to impact our society. Our staff are conveners and facilitators who create open environments for developing collaborative relationships and advancing new ideas and strategies.

About the Position:

The Program Manager, Road Map to Innovation position is a full time 40 hours per week under the supervision of the Chief of Staff. This position does not currently have any direct reports or supervisory responsibility. This is currently based in Western North Carolina with occasional in-office work at our main office located in Cary, NC.

This position leads the ***Road Map 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 ***Road Map 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.

Job Purpose:

The position will report to the Chief of Staff 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 team 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, beginning in Western North Carolina specifically
- 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

- Partners internally with the Community Voice team for strategic plan alignment.
- 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
- Supports 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
- 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, Road Map to Innovation".

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.