JOB POSTING
Program Manager—Baton Rouge Health District
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JOB PURPOSE OR MISSION

The Baton Rouge Health District (BRHD) is a coalition of patient-focused innovative healthcare organizations committed to the vision of a world-class high performing health destination at the heart of a healthy and vibrant community. The district promotes collaboration among healthcare providers, government officials, payors, higher education institutions and others to implement a master plan that will enhance healthcare and economic development in Baton Rouge.

The Program Manager (manager) will manage BRHD programmatic operations with a focus on grant program coordination, communications, engagement, and outreach. Job responsibilities include leading and implementing communication and awareness tactics for the Baton Rouge Health District; facilitating optimal program operations through partner and client stakeholder engagement; as well as managing and coordinating deliverables across program tracks and projects. A key component of the scope of work will be the coordination of a regional innovation program and the provision of technical assistance through the production of workshops, clinics, and educational seminars to support project flow under program pillars and funding initiatives such as innovation challenges, launchpad proof-of-concept awards, and economic development initiatives. The Manager will be point of contact for external stakeholder engagement associated with external funding programs. The Manager will report to the Operations Director. Direct reports may include Administrative Fellow(s) and Analyst/Intern(s).

JOB FUNCTIONS

Essential job functions include, but are not limited to:

1. Grant and Program Development, Implementation and Accountability such as:
   - Research, write, submit and execute current and future federal and local grants in support of organizational work and goals.
   - Serve as a primary resource and point of contact for committee members for current scope of work including technical assistance and resources for external program stakeholders/clients.
   - Support coordination of program advisory committees / board under the guidance of Operations Director including scheduling, minutes, committee communications, meeting facilitation and accountability tracking.
   - Manage and execute current programs with ownership and responsibility of work plan advancement, target setting, and result realization in accordance with the requirements of grant standards and requirements.
   - Maintain data and CRM system utilized to track grant outcomes and outputs. Complete grant reporting in a timely manner. Provide reports to key stakeholders as requested.
2. Community Development and Thought Leadership such as:
   • Research key areas of interest for current and future investment within the Health District and community to expand and support the work of BRHD.
   • Organize, support and lead external meetings as needed.
   • Represent the Health District as an expert in our work in various settings with diverse stakeholders.
   • Support organizational communication and documentation including social media platforms and website.
   • Supervise direct reports such as fellows, analysts, and interns as needed.

3. Other Key Responsibilities and Expectations such as:
   • Meet organizational objectives by maintaining high standards of quality, efficiency, safety, and value.
   • Project a professional image through excellent interpersonal skills and courteous communication with intra- and extra-organizational stakeholders.
   • Maintain working knowledge of organizational software and other digital systems.
   • Achieve mentored professional growth and development through literature, seminars, conferences and professional affiliations.
   • Support required aspects of emergency response. May be required to work other shifts, weekends and holidays as assigned.
   • Perform other duties as required or requested by the Director or designee.
   • Follows Organizational Compliance Programs and Federal and State regulatory guidelines.
   • Perform all duties in a safe and ethical manner.

EXPERIENCE REQUIREMENTS

Prior experience related to program/grant management, nonprofit management, marketing, and/or media relations preferred.

SPECIFIC EDUCATIONAL REQUIREMENTS

Undergraduate degree required. Minimum 3 years of relevant professional experience preferred but may be substituted by advanced degree. Advanced degree such as MBA, MS, MA, MPH, MHA, MSW preferred.

SPECIAL SKILL, LICENSE AND KNOWLEDGE REQUIREMENTS

Ability to use critical-thinking skills to make assessments on need and feasibility of implementing projects. Exceptionally strong planning and organization skills. Excellent interpersonal and presentation skills.

ADDITIONAL INFORMATION

Full Time, Exempt Employee, Salary Range: $60,000-$70,000