

Manager of Strategy Initiatives

Job Description

Your Impact

The Manager of Strategic Initiatives will lead implementation of PHC's strategic initiatives to improve service delivery, strengthen community partnerships, and advance public health outcomes across the bi-state Upper Valley region.

Working closely with the Executive Director, Advisory Council, and partner organizations, the Manager of Strategic Initiatives will translate community health priorities into collaborative initiatives that respond to community needs and partner input. The position serves as a catalyst for bringing organizations together to develop, implement, and sustain solutions that no single organization could accomplish alone.

The Manager of Strategic Initiatives will make a difference in our communities by leading initiatives that improve service delivery and community health outcomes, including:

- Ensuring consideration of client and community members' experiences.
- Facilitating collaborative efforts to improve community systems.
- Building organizational partnerships and collaborative performance.
- Promoting measurable improvements in community health and service delivery.

Your Role

Program Management

- In partnership with the PHC Executive Director and Advisory Council:
 - Set strategic direction by developing implementation plans informed by community health needs assessments and partner and stakeholder input.
 - Develop and lead strategy implementation work plans, establish timelines, and identify resource needs.
- Collaborate with the Executive Director to plan and facilitate partner engagement, including regular PHC Partner Meetings, ad hoc work groups, and special events.
- Develop and lead training and collaborative learning opportunities that strengthen partnerships and support sustainable collaborative work.
- Guide efforts to strengthen coordination and integration among constituent organizations throughout the bi-state Upper Valley region.

Community Outreach

- Provide localized, hands-on support to assess community needs and assist with the implementation of new programs and initiatives.
- Develop and manage pilot projects involving trusted partners, volunteers, and other existing community assets.

Other Responsibilities

- Facilitate and mentor collaborative projects, working alongside other PHC staff as needed.
- Recruit and supervise student interns supporting strategy-related projects.
- Document project activities, process measures, and outcomes, and prepare reports for stakeholders and funders.

- Represent PHC on committees and working groups that align with the organization's mission and strategic priorities.
- Manage grants and contracts that support PHC's mission, including budgets, reporting, compliance, and communication with funders.

Education, Training, and Experience

- Bachelor's degree in public health, human services, nonprofit management, or a related field; master's degree preferred.
- At least two years of project or program management experience, including grant management, budgeting, and reporting.
- At least two years of experience working in or with nonprofit organizations.
- At least three years of experience planning, facilitating, and presenting meetings or collaborative group processes.

Knowledge, Skills, and Abilities

- Demonstrated connection to the Upper Valley community.
- Exceptional verbal and written communication skills.
- Strong meeting facilitation, relationship-building, organizational, and project management skills.
- Understanding of the nonprofit sector, including the opportunities and constraints organizations face when working together to address community needs.
- Understanding of the social determinants of health and their impact on community well-being.
- Ability to handle sensitive and confidential information appropriately.
- Proficiency with Microsoft Office (Word, PowerPoint, Outlook, Teams), Google Workspace, and Zoom.

Expectations

- Interpersonal Skills: Proven ability to engage effectively with individuals and groups from diverse racial, cultural, and socioeconomic backgrounds.
- Ability to build trust, foster collaboration, and maintain productive relationships with community partners, volunteers, and stakeholders.
- Commitment to Equity: Understanding of health equity, public health, and community empowerment principles, with demonstrated experience working alongside historically underserved and systemically excluded communities. Commitment to incorporating community voices and lived experience into planning and decision-making.

Position Information

- Status: Full-Time, Non-Exempt
- Reports to: Executive Director
- Grant-Funded
- Salary Grade: NA
- Salary Range: \$32 to \$35/hour, actual pay will depend on experience and qualifications
- Application Deadline: Applications will be reviewed on an ongoing basis until the position is filled.
- Send Resume and Cover Letter to Alice Ely, alice.ely@uvpublichealth.org.