

Senior Program Manager *Build Healthy Places Network*

[The Build Healthy Places Network](#), a program of the Public Health Institute, is the national center bridging community development and health. Our mission is to transform the way organizations work in community development, finance, and health by accelerating investments and solutions for building healthy, equitable, and prosperous communities. We achieve our mission by connecting leaders and practitioners across sectors, providing education and training, curating resources and examples of what works, and building capacity for cross-sector collaboration.

The Network is a young organization dedicated to innovation and continued growth while improving the health and well-being of people living in our most under-resourced communities. To accomplish this we recognize the value of having a staff that brings a wide range of perspectives to this work based on language, ethnicity, race, gender, socio-economic background, political beliefs, sexual-orientation, etc. We are committed to maintaining a diverse, multicultural working environment and particularly encourage applications from candidates with lived experience in the communities we seek to serve.

The Network is housed at the Public Health Institute (PHI), an independent, nonprofit organization dedicated to promoting health, well-being and quality of life for people throughout California, across the nation and around the world. PHI is at the forefront of research and innovations to improve the efficacy of public health statewide, nationally and internationally. PHI was distinguished as one of the top 50 “Best Non-profit Organizations to Work For” by the Non-Profit Times in a national search.

The goal of the Senior Program Manager position is to ensure that the Network delivers high quality programs, research-based products, and effective services to advance its mission. The Senior Program Manager will have responsibility for entire grant-funded projects and/or consulting service contracts and will help guide the vision and direction for our ground-breaking work at the intersection of health and community development.

We are seeking someone who is creative, deeply committed to advancing equity, and excited about embracing an evolving set of responsibilities and opportunities as the organization grows. See this [link](#) to learn more about the Network and below for more information regarding the job duties.

Essential Duties and Responsibilities

Community Capacity Building – 45%

- Provide proactive leadership and technical assistance in the development, implementation, and evaluation of capacity and partnership-building projects that advance collaboration between community development and health stakeholders.
- Develop and sustain strong working relationships with community partners.

- Assume primary responsibility and serve as content lead for the production of client deliverables. This may include conducting assessments and data analysis; preparing tools, resources, and presentations to assist community partners advance collaboration between the health and community development sectors; using evaluation tools to promote alignment on outcomes and metrics.
- Lead conceptualization, planning, and proposal writing for future community-level projects and development of the Networks' advisory services.

Research and Analysis – 30%

- Direct the strategic development, planning, evaluation, and implementation for research projects such as our analysis of opportunities to connect asset building with health and our model for estimating the health ROI of community development.
- Conduct literature reviews, secondary data analysis, interviews, and focus groups.
- Produce written deliverables such as white papers, reports, or toolkits.
- Identify opportunities to present or synthesize information for the field and ensure that the Network is strategically represented in field journals and publications
- Act as content expert and thought leader on the intersection of community development and health by staying abreast of news, research, and events.

Organizational Leadership – 25%

- Participate on the BHPN leadership team to guide and advance the goals Network's program strategies, business development, and organizational sustainability plans.
- Provide direction and oversight for budget development on project specific budgets related to contracts both existing and new business
- Represent the Network at conferences, in meetings, on advisory committees, etc.
- Other duties as assigned.

Qualifications

- Master's degree in urban planning, public health, public policy, business, or related field is required or two years of additional related experience or 9 total years of experience
- 7 years' experience in community development, public health, policy, impact investing or a related field with minimum 3 years' project management experience with some supervisory responsibilities.
- Knowledge/experience with community development organizations, affordable housing developers or community development finance.
- Excellent research skills and experience producing written products of varying types, lengths, levels of complexity, and for varying audiences.

- Track record of conducting outreach and fostering strong working relationships with people and organizations.
- Experience developing and delivering trainings or presentations in-person and/or online.
- Ability to manage multiple projects simultaneously; outstanding reliability and follow-through.
- Ability to think creatively, work independently, and be proactive in proposing new and better approaches to the work; entrepreneurial mindset.
- Ability to travel to community partners and perform site visits regularly across the country

Important Information

- This is a full time (40 hours/week) position
- Our primary office is in San Francisco, but under the right circumstances, we are open to hiring a remote staff person for the Senior Program Manager position.
- PHI offers competitive pay rates.
- This position may require up to 30% domestic travel
- BHPN offers a flexible and supportive work environment with tremendous learning opportunities.
- This position is eligible for PHI's full suite of benefits including but not limited to medical, dental, and vision coverage, health care and dependent care flexible spending accounts, and generous time off. Click [here](#) to view benefits.

How to apply:

To apply for this opportunity, submit your cover letter and resume via [this link](#).

In your cover letter, please describe the extent of your related experience and why you feel you are an excellent candidate for this position.

Thank you for your interest in working with us at PHI. Should you have any questions regarding this position, email our hiring team at Recruitment@phi.org. We look forward to hearing from you!

Public Health Institute is proud to be an EEO/AA employer