



## 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 working to reverse the cycle of intergenerational poverty, poor health, and discrimination. Our mission is to shift the way organizations work across the health, community development, and finance sectors to collectively advance equity, reduce poverty, and improve health in neighborhoods across the United States. 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. We are dedicated to upholding the [Principles for Building Healthy and Prosperous Communities](#).

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 currently seeking a full time [Program Manager](#) to support our place-based strategy and roll out various place-based projects. Working closely with the Director of National Programs, primary responsibilities will include managing grant funded projects and a portion of consulting service contracts to ensure that the Network delivers high quality programs, and effective services to advance its mission. The Network office is in San Francisco. Remote candidates will also be considered. We are seeking someone who is creative and deeply committed to advancing equity.

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 2019's top 50 "[Best Non-profit Organizations to Work For](#)" by the Non-Profit Times in a national search.

### Essential Duties and Responsibilities:

#### Community Capacity Building – 60%

- 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 health and community partners.
- Support 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.

- Set up, schedule and help facilitate conversations and convenings with public health, healthcare, community development corporations and other key local stakeholders
- Organize trainings for community based organizations, health partners and consultants and webinars for the field at-large.

#### Strategy development and implementation - 20%

- Work with the team to define, plan, and outline the Network's growing place-based strategy for providing support to organizations interested in deepening cross-sector efforts
- Develop systems, tools, resources, and other key infrastructure for place-based work
- Identify potential partners for pilot sites
- Manage program operations to ensure goals and objectives are met.
- Analyze programs and adjusts strategies and tactics to increase effectiveness.
- Represent the Network at conferences, in meetings, on advisory committees, etc.

#### Research and Analysis - 10%

- Conduct research and data collection on client geographies and markets to understand community context, key stakeholders and existing healthcare landscape. This includes desk research, and using mapping tools such as PolicyMap.
- Outline community needs from existing community health needs assessments from local organizations; including health departments and hospitals.
- Interview local and national stakeholders to gather information on existing initiatives and projects and shared priorities.

#### Other Network business -10%

- Program Manager may be asked to assist in writing blogs, conducting outreach, or contributing to other Network projects if time allows.
- Work with team to support office needs and administration.
- Work across other Network program areas to ensure that work builds on and is complementary to Network priorities, strategies, and growth plan.
- Other duties as assigned.

#### Desired Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Experience working within a hospital, healthcare system or insurer preferred.
- Bachelor's degree or 4 years of additional equivalent experience.
- 5 years' experience in healthcare, public health, public policy or a related field, including project management and supervisory experience. Relationship management experience with partner organizations and/or clients.
- Passionate about advancing equity, investing in underserved communities, and building capacity for system-level change.
- Excellent research skills and experience producing written products of varying types, lengths, levels of complexity, and for varying audiences.

- Strong interpersonal skills and track record of conducting outreach and fostering strong working relationships with people and organizations.
- Experience and comfort with developing and delivering trainings or presentations in-person and/or online.
- Strong organizational skills; 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.
- Competency with Microsoft Office and Google Drive.
- Familiarity with WordPress, Salesforce, and Adobe Suite desirable.

## How to Apply

- To apply for this opportunity, submit a cover letter and resume via the [application link](#).
- In your cover letter, please describe why you are enthusiastic about this opportunity and why you think you are a good fit for the position.

The Build Healthy Places Network and Public Health Institute are proud to be an EEO/AA employer.

Do you have questions about this opportunity? If so, email our recruitment team at [Recruitment@phi.org](mailto:Recruitment@phi.org). Please do not email your resume to us as we only accept applications through our career site. Given the high volume of responses we receive from a combination of job boards, please allow up to one week for a reply.