**TITLE: Project Manager STATUS:** EXEMPT, FULL TIME

**REPORTING TO**: Director of Community Partnerships

Community Health Partnership (CHP) is seeking a dynamic and detail-oriented Project Manager to provide backbone functions in support of key health initiatives. The Project Manager will be part of a small team responsible for driving CHP’s health initiatives forward and supporting strategy development, facilitation, project management, communications, community engagement, and data/evaluation functions. CHP’s current focus areas are access to care for the uninsured and substance use, and we are pursuing a larger role in ending suicide. This position reports to the Director of Community Partnerships.

CHP was formed in 1992 by local healthcare leaders to foster a collaborative approach to addressing health care issues. We exist to improve the health of the Pikes Peak region. Our vision is to pioneer a process of collaborative leadership that results in measurable improvements in community health.

**Key Responsibilities and Duties**

The Project Manager will provide day-to-day support and facilitation of CHP’s health initiatives. Key responsibilities include:

*Strategic coherence:*

* Develop content expertise on identified health priorities and create or support strategies to address them
* Maintain understanding of current implementation challenges and develop comprehensive solutions to address them
* Provide direction and support to partner organizations in aligning their work (e.g., identifying opportunities for program work to support specific goals)
* Develop advocacy priorities and coordinate supporting activities of partners

*Working with committees and community partners:*

* Using collective impact methodologies, develop and/or strengthen collaborative infrastructures
* Coordinate meetings for committee(s) and workgroups; schedule, attend and record minutes of meetings for committees
* Ensure effective facilitation of work group and committee meetings, and provide regular reports on group progress against goals and indicators
* Coordinate research and other activities that fulfill goals with partners to minimize redundancies and to align strategies and actions
* Work with Director of Community Partnerships to coordinate related projects and coalitions to maintain a full understanding of the current landscape of local and regional activities, and integrating their work
* Build and maintain relationships with community partners
* Act as a neutral arbiter and help resolve disputes or disagreements in direction among workgroups and committee

*Communications:*

* Communicate the objectives of initiatives to the community and potential partners through print, web and social media
* Facilitate ongoing communication between initiative partners by hosting regular conference calls, in-person meetings, or coordinate regular email updates to ensure alignment of activity
* Plan and manage logistics of, and attending, community events
* Create or manage creation of board reports and yearly summary reports for internal and external audiences
* Work with CHP staff to support an advocacy platform to inform specific audiences and build public will

*Development/Fundraising*

* Identify potential funding sources to support goals and priorities; prepare applications or coordinate work of a grant writer
* Work with implementing agencies to provide information to support their grant applications
* Coordinate grant management and reporting to funders as required

*Data collection, analysis, and reporting:*

* Work with Director of Community Partnerships to develop and ensure all partners are aware of targets and indicators
* Coordinate performance indicator refinement with workgroups and committees
* Create or coordinate creation of summary reports
* Performs other duties as assigned

**Knowledge, Skills and Abilities**

* Strong interpersonal, analytical, organizational, and critical thinking skills
* Strong project management, community engagement, and facilitation skills
* Ability to communicate effectively both verbally and in writing
* Ability to research and analyze complex data and present it coherently to help define complex problems
* Ability to build effective relationships with co-workers and a range of stakeholders
* Ability to thrive in a fluid and entrepreneurial environment
* Flexibility and the ability to work autonomously, as well as take direction as needed
* Must have a working knowledge of MS Word, Excel, PowerPoint and Outlook, and other general office equipment

**Minimum Qualifications**

* Bachelor's Degree in Public Health, Public Administration, Sociology, Planning, Social Work, or a directly related field. *An equivalent combination of education, training and experience that demonstrates required knowledge, skills and abilities may be considered*
* A minimum of three (3) years of work experience, including one or more years of proven community engagement and coordination experience
* Demonstrated project management and facilitation skills
* Commitment to and general understanding of collective impact concepts
* Excellent interpersonal and communication skills (written and oral)
* Experience grant writing
* Familiarity with the local area preferred

**Essential Job Functions Employee Must Be Able to Perform**

* Must be able to remain in a stationary position 50% of the time
* The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
* Using a computer and associated peripherals up to eight hours a day (keyboard, mouse, monitors, etc.)
* Operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer
* Accessing and maintaining security of Personal Health Information (PHI)
* A background check will be required prior to start of employment
* You must be eligible to work in the United States and have access to reliable transportation

**LICENSES, CERTIFICATES, OR EQUIPMENT REQUIRED**  
This position may require the incumbent to occasionally use personal equipment (e.g. vehicle, cell phone, tools, etc.) in the course of their employment.