

JOB DESCRIPTION

TITLE: Project Manager	STATUS: EXEMPT, FULL TIME
REPORTING TO: Director of Programs	

Community Health Partnership (CHP) is seeking a dynamic and detail-oriented Project Manager to provide backbone functions in support of key health initiatives and acting as the Team Lead for the Suicide Prevention Collaborative of El Paso County. 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 include homelessness, access to care, substance use disorder, and suicide. This position reports to the Director of Programs.

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 suicide project, while supporting other initiatives as well. 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 Programs 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

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- Act as a neutral arbiter and help resolve disputes or disagreements in direction among workgroups and committee

Communications:

- Working with the Director of Communications and Partnerships, 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 community events to elevate CHP and associated focus areas
- 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 and submit grant applications
- 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 Programs 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 for internal and external use
- Perform 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

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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 five (5) years of work experience, including three or more years of proven community engagement and coordination experience
- Demonstrated project management and facilitation skills
- Experience with project performance and evaluation principles
- Commitment to and general understanding of collective impact concepts
- Strong oral and written communication skills; comfortable presenting to large groups on a regular basis
- Experience with grant writing
- Experience managing budgets
- A commitment to diversity, inclusion, and equity
- A commitment to creating a culture of learning
- Familiarity with Colorado Springs and the Pikes Peak region preferred
- Experience working with vulnerable and diverse populations preferred

Essential Job Functions Employee Must Be Able to Perform

- Ability to work remotely, particularly as a result of the COVID-19 pandemic
- Sedentary physical work requiring an ability to lift 20 pounds with or without assistance
- Occasional lifting, carrying, walking, and standing
- Primarily works in a clean, comfortable environment
- A background check will be required prior to start of employment

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

Application Process:

Submit Cover Letter and Resume to HR@ppchp.org by **Friday, January 15th, 2021**