

Job Title: Senior Project and Strategies Manager

Date posted: July 19, 2021



Overview

In collaboration with the Strategic Programs team the **Senior Project and Strategies Manager** will implement and articulate the strategic vision of the Strategic Programs Team specifically and of Trailhead Institute generally. This position's overall responsibility is to manage, implement and further the work of Trailhead Institute by working across partnerships in the field of public health to define and drive collaborative strategies to strengthen the public health system. This would include partnerships related to public health funding, public health governance and the public health workforce. The **Senior Project and Strategies Manager** will also serve as a nimble project manager for new and innovative projects of Trailhead Institute that span different public health topics and community needs.

Trailhead Institute's mission as a public health institute is to advance innovation and collaboration in public and environmental health. With this in mind, this position will work with everyone within the Trailhead Institute team to further the organization's mission and operate in accordance to our guiding values of teamwork, openness, responsiveness, accountability and leadership.

Responsibilities

Programs

- Build connections and strategy across activities of different partnerships and programs of Trailhead
- Facilitate meetings across projects
- Engage in and lead statewide meetings related to the future of public health workforce and public health structure to ensure work is aligned with other statewide actions
- Research emerging best practices and promising practices of public health workforce development from other states and countries
- Develop new partnerships with organizations and consultants needed to meet the needs of local and community public health
- Implement programs through managing multiple priorities leveraging the diverse expertise of diverse communities, Trailhead partners and Trailhead staff
- Continuously improve program and project systems and practices, collaborating with teams to act upon gaps or inefficiencies, and implement competency, structural, or process-based solutions to mitigate programmatic risks
- Manage all aspects of program and contract reporting to ensure compliance and that deliverables are met and/or addressed
- Develop effective budgeting for contracts and program work
- Ensure financial compliance with grant and contract terms

- Manage timely procurement of contracts
- Uphold proper financial controls for contracts and work
- Conduct, ensure that work and program reporting is in alignment with existing contracts and that program evaluation leads to strong programs
- Build and maintain a strong team-based environment that supports existing and future work through collaboration with others in the Strategic Programs Team

Organization-wide

- Ensure and support the work throughout the organization is in line with the organization's mission, vision and strategic goals.
- Provide support on program and mission impact, organizational capacity, risk factors, and other key factors to inform strategic decision-making.
- Execute the organizational strategic plan including implementing the timeline and strategies.
- Coordinate strategic development activities of the organization including understanding emerging opportunities to leverage current work.
- Cultivate partner connections and relationships.

Desired Job Skills and Qualifications

The ideal candidate has experience in community engaged technical assistance and public health.

Additional desired skills include:

- At least 4-5 years of experience in project coordination and management
- Demonstrated work history of managing and completing tasks successfully and independently, and maintaining an organized work environment
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
- An entrepreneurial spirit, able to be nimble and responsive in a dynamic, fast-paced environment
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders, community partners and vendors
- Experience with project management including managing timelines, setting agendas and projecting next steps and progress across multiple projects
- Demonstrated experience using and developing data reports that are visually compelling and easy to understand
- Ability to engage and work effectively with a variety of external partners and internal colleagues, respond well and flexibly to change and manage stressful situations
- Computer proficiency working with Microsoft Office and the aptitude to learn new computer applications as needed
- Ability to troubleshoot, take initiative, and be forward thinking
- Availability to work some evenings/weekends, as needed
- Awareness of and value for direct, ethical communication, inclusive practices and different points of view

- Commitment to the mission, drivers, values and strategic direction of Trailhead Institute and desire to promote this work in a collegial and ethical manner

This is a LIMITED SERVICE position. The funding for this position is provided by limited-term funding and is dependent on additional funding being procured. Once the funding ends, the position will be discontinued and there is no guarantee for additional employment with Trailhead Institute. Full time funding for this position is secured through August 2022.

This is a full-time exempt position located in Denver, Colorado but will be expected to travel throughout Colorado. Hiring salary range for this position is \$63,000-\$68,000. Trailhead Institute offers a generous benefits package including health, dental, vision, life, short-term and long-term disability, and a 401k with employer match.

Applications will be accepted until the position is filled, but full consideration will be given to complete applications received by July 30, 2021. Those who do not apply by the deadline may not be considered. Review of applications will begin immediately.

Only electronic submissions are accepted. Please submit a resume, cover letter and three professional references to hire@trailhead.institute. No calls please.

Trailhead Institute is dedicated to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status or national origin. Trailhead Institute is a passionate supporter of inclusivity and welcomes applications from all communities, particularly from people of color, people within the LGBTQ+ community, immigrants or refugees, people with disabilities, and people from low- or moderate-income backgrounds.