

Job Title: *Project Manager*

Supervisor: *Director of Projects and Partnerships*

Date posted: 8/27/2021

In collaboration with the Administrative Partnerships Program (APP) Team the **Project Manager** will articulate the strategic vision of the APP Team specifically and Trailhead Institute generally. This position will manage, implement and further the work of Trailhead Institute by supporting the various present and future administrative needs across individuals, collectives, and organizations in the Administrative Partnership Program. This would include partnership development, contract negotiations, and administrative logistical support. This position will also serve as a nimble manager in supporting critical human resource functions.

This manager level position will serve as a member of the APP Team and report to the Director of Projects & Partnerships. This position's overall responsibility is to develop and further the work of Trailhead Institute with a specific focus on project development, administrative support, and programmatic technical assistance. In addition to specific program work, this position will oversee development activities to ensure the continued success of the work.

As a public health institute, Trailhead's mission 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:

Project Management & Compliance

- Manage projects and practices with the goal of supporting multiple projects using diverse funding streams and leveraging the diverse expertise of staff
- Continuously improve the systems and practices, collaborating with teams and projects to identify gaps or inefficiencies, and manage competency, structural, or process-based solutions to mitigate programmatic risks
- Maintain programmatic standard operating practice documentation
- Manage quality improvement and evaluation frameworks for staff and project development and implementation
- Facilitate program implementation to ensure alignment with overall business strategies, culture, and diversity
- Support project compliance to ensure projects are in alignment with existing contracts and regulations
- Support project reporting to ensure programs are in alignment with existing contracts



For public health innovation

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- Coordinate effective contract management for program contracts that come into and out of Trailhead, including timely, accurate reporting, proper financial controls, and effective budgeting and procurement
- Build connections and strategy across activities of different partnerships, projects and programs of Trailhead and affiliates
- Facilitate meetings across Administrative Partners' projects
- Participate and engage in statewide meetings related to the future of public health workforce and public health structure to ensure work is aligned with other statewide actions
- Manage and maintain new and existing partnerships with organizations and consultants needed to meet the needs of local and community public health
- Support the implementation of Administrative Partners' Projects through managing multiple priorities leveraging the wide-ranging expertise of diverse communities, Trailhead partners and Trailhead staff
- Ensure collaboration with others in the APP Team to build and maintain a strong team-based environment that supports existing and future work

Operations & Financial Support

- Support standard operating procedures and practices for the organization to ensure programmatic and funder compliance
- Support and coordinate organizational insurance practices for all program employees and partners
- Support an integrated strategic communications plan to advance awareness of Trailhead's APP program and the strategic advantages of partnering with Trailhead
- Implement organizational decision making
- Support project financial security strategies
- Support financial audits and fiscal compliance

Human Resource Support

- Work with Director of People to:
 - Develop and maintain relevant templates for various HR processes and systems,
 - Support the logistics to hire, onboard, and exit employees
 - Support the management and effectiveness of all HR systems
 - Support new hires and their supervisors to ensure effective onboarding

Organization-wide mission and vision alignment

- Support and assure the work throughout the organization is in line with the organization's mission, vision and strategic goals.
- Provide support to Directors on program and mission impact, organizational capacity, risk factors, and other key factors to inform strategic decision-making.

- Support and coordinate development activities of the organization identifying emerging opportunities to leverage current work and internal capacities for new business development
- 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 3-4 years of professional experience in project coordination and management
- Demonstrated work history of managing and completing tasks independently and maintaining an organized work environment
- A successful track record in designing effective systems and 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
- Familiarity with HR best practices preferred.
- 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
- Pleasant and professional demeanor, with the ability to work with a variety of external partners and internal colleagues, respond well and flexibly to change and manage stressful situations
- Computer experience working with Microsoft Office and the aptitude to learn new computer applications as needed
- Ability to troubleshoot, take initiative, and be forward thinking
- Ability to focus working in a shared office and virtual environment
- 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 professional and ethical manner

This is a full-time exempt position located in Denver but will be expected to travel throughout Colorado. Hiring salary range for this position is \$58,000-\$63,000. 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 **September 10, 2021**. Those who do not apply by the deadline may not be considered. Review of applications will begin the week of September 13.



Job Announcement

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 welcomes applications from all communities, educational backgrounds and life experiences, particularly from people of color, people within the LGBTQ+ community, immigrants or refugees, people with disabilities, and people from low- or moderate-income backgrounds.