

Senior Project Manager – Supporting Healthy Start Performance Project

The Senior Project Manager is responsible for the day-to-day oversight and management of all activities within the Supporting Healthy Start Performance Project (SHSPP), a federally funded cooperative agreement with Health Resources and Services Administration Maternal and Child Health Bureau. The Healthy Start program provides grants to high-risk communities with infant mortality rates at least 1.5 times the U.S. national average and high rates of other adverse perinatal outcomes (e.g., low birthweight, preterm birth, maternal morbidity and mortality). Healthy Start programs serve women, infants, and families through the first 18 months after birth, which allows the program to focus resources on reducing infant mortality and improving perinatal care women's health, while ensuring support for children through critical milestones. Through the SHSPP, a, NICHQ serves as the Technical Assistance center which designs and delivers capacity-building assistance to the 101 Healthy Start programs across the country to support improved perinatal and family health outcomes representing urban, rural, tribal and boarder communities. This is a grant funded position through 2024.

Position Responsibilities:

- In partnership with SHSPP Project Director, manages project team and deliverables including daily operations, project workplan, contracts, invoices, project spending and technical requirements
- Ensures roles and responsibilities on project are clearly delineated
- Manages project-specific contracting with consultants, faculty and organizational subcontractors as appropriate
- Manages budget and staffing allocations for SHSPP in partnership with Project Director
- Oversees development and submission of all regular reporting requirements
- Ensures connection to other NICHQ projects and programs
- Assists in the development and implementation of dissemination and spread strategy, as appropriate, including publications and presentations
- Support SHSPP Project Director to ensure internal accountability, integration and project success in meeting overall project aim
- Provide support to relationship between NICHQ and funder
- Assist SHSPP Project Director in faculty management and relationships
- Recommends solutions to issues (meeting deadlines, client engagement, team issues) to project leadership, and implements as needed
- Contributes to cross project sharing, learning and consistent integration of organizational support functions

Position Knowledge, Skills and Abilities:

- Works independently, capable of making independent decisions
- Possesses advanced insight and skills in client management, project planning, and budgeting
- Ability to manage highly complex, dynamic projects and relationships
- Strong communications skills, both oral and written. Ability to communicate sensitive information with a variety of stakeholders in a tactful manner
- Skilled multi-tasker who can prioritize, work autonomously, establish timelines and meet deadlines
- Strong delegator and can help others manage and prioritize their work
- Ability to think strategically, including process-level thinking, ability to optimize systems and resources, ability to think creatively and quickly implement plans/structure for accomplishing work, ability to think ahead to next steps
- Works well in team environment and is able to generate solutions to issues as they arise
- Highly flexible and adjustable
- Ability to work under pressure in a fast moving, and at times, intense environment
- Strong interest in ongoing professional development and growth

Position Qualifications:

- 5-7 years' experience in managing projects; 1-2 years' experience directly managing staff strongly preferred
- Master's degree in Public Health or related field required
- Proficiency with office systems, computers, and MS Office Suite: Outlook, Word, Excel, PowerPoint
- Experience working with diverse communities required
- Meeting facilitation and event planning experience strongly preferred
- Strong foundation of knowledge of maternal and child health interventions and systems of care to reduce infant and maternal mortality required
- Experience in or knowledge of health care or related systems required
- Experience in quality improvement preferred

Benefits

NICHQ offers a generous benefits package for employees including competitive compensation and earned time off, medical and dental insurance, disability and life insurance, flexible spending accounts, and commuter benefits.

NICHQ is an Equal Opportunity Employer. We provide equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, gender, political affiliations, marital status, non-disqualifying physical or mental disability, or sexual orientation.