



## Project Director Job Description

**REPORTING RELATIONSHIP:** The Project Director reports to the Chief Executive Officer (CEO) of Common Table Health Alliance (CTHA).

**EDUCATION:** BA or BS in healthcare administration, public health, nursing, social work or similar field. Master's degree is a plus.

**BASIC RESPONSIBILITY:** Under the direction of the Chief Executive Officer, Common Table Health Alliance Program/Project Directors provide day-to-day oversight to the complex, interdisciplinary operations of the program and/or projects under their responsibility. This position will support and coordinate multiple administrative and operating activities resourced by grants, donations, earned income and in-kind resources, to insure continuous quality improvement toward eliminating health disparities. The PD will work integrally with the community, faith based organizations, business, and various key agencies in the region. The primary functions of the PD are administrative, operational, relational and fiscal in nature. It also includes a strong collaborative relationship with local and state government.

**DUTIES & RESPONSIBILITIES:** The Project Director will be responsible for the following duties:

- Manage staff, volunteers, in-kind services, contractors and interns who support steering committee and action team activities.
- Facilitate internal team and external program/project related meetings to include agendas, minutes, meeting locations and tracking systems of all activities.
- Spearhead the grant applications and reporting process for private, federal and corporate funders.
- Advise and facilitate key healthcare, government and community stakeholders to design short and long-range project goals, strategies and implementation plans according to the program or project goals.
- Monitor projects to ensure appropriate progress.
- Work in collaboration with co-chairs to lead and design action teams in accordance with agreed goals.
- Provide guidance and support in designing and implementing quality improvement strategies either directly or indirectly engaging other quality improvement resources.
- Lead and coordinate major community events.
- Manage and/or collaborate with researchers and project leaders to analyze and evaluate program effectiveness.
- Work with action team leaders to develop meeting agendas, set annual goals and promote engagement among stakeholders.



- Foster and nurture key relationships with community stakeholders to help advance the work of the program or project.
- Ensure alignment of various stakeholders to support the effective achievement of goals.
- Ensure current and future funder engagement.
- Work with the CFO to develop and manage budget to ensure fiscal accountability.
- Develop event budgets and monitor cost center allocations.
- Support and build relationship with members of the governing body or steering committee.
- Develop and provide project reports to the steering committee and other leadership bodies.
- Perform other duties as assigned by the Chief Executive Officer

**QUALIFICATIONS:**

In light of these responsibilities, the successful candidate will have:

- Knowledge of private and public healthcare delivery systems, reimbursement structures and policies.
- Knowledge of social service and faith-based organizations and systems that address the social determinants of health.
- Experience and demonstrated results in strategic planning and execution. Experience and demonstrated results in quality and process improvement.
- Ability to analyze and interpret data and research.
- Experience in designing and managing organizational and system change.
- Ability to develop financial plans and manage resources.
- Good communication skills with the ability to develop and deliver presentations.
- Strong interpersonal and diplomatic skills essential to communicating and interacting with multiple stakeholders.
- Ability to simultaneously manage several projects.
- Willingness to work a flexible work schedule and available for travel.

**PERFORMANCE EXPECTATIONS:** The PD is expected to:

- Be a competent health or social service professional with ability to lead and manage multiple projects.
- Relate professionally across multiple stakeholder groups.
- Set goals and track progress.
- Make sound decisions regarding fiscal management.



**PERSONAL  
CHARACTERISTICS:**

The PD will also possess the following:

**Professional Background:** At least five years of progressively responsible work experience and demonstrated success in program management.

**Management Skills:** Comprehensive administrative skills including, but not limited to short and long-term strategic planning, project evaluation, financial management and directing and motivating staff/volunteers.

**Professional Knowledge and Skills:** Thorough knowledge of Microsoft Office products Word, Excel and Power Point. SAS competency is a plus.

**SEND RESUME AND  
LETTER OF INTEREST  
TO:**

Applicants should email a current resume and letter of interest with the subject line "MBCC Project Director" by February 23, 2017 to:

[mstansberry@commontablehealth.org](mailto:mstansberry@commontablehealth.org)