

Project Director, Healthy Shelby Initiative

JOB SUMMARY:

The Project Director for the Healthy Shelby Initiative, a countywide population health improvement collaborative, serves as leader, champion and day-to-day project manager. The Project Director is accountable to the Mayor and the Mayor's Healthy Shelby Advisory Board, assuring implementation of strategic interventions designed to improve population health within Shelby County.

The Project Director works closely with the Healthy Shelby Leadership Council, health care systems, community coalitions and other organizations with a stake in population health improvement. This position, while funded through the Healthy Shelby Initiative, will work under the supervision of the Bureau of Health Planning and Promotion Administrator at the Shelby County Health Department. The Project Director will be required to balance working autonomously and working collaboratively with multiple entities.

QUALIFICATIONS

The successful candidate will have completed an advanced degree in public health, health science, health promotion, medical anthropology or related field; (7) years of experience in program leadership and management; and, experience working within large public health systems. The candidate will have demonstrated competence in community-based, population health improvement initiatives as well establishing, strengthening and maintaining relationships with multiple agencies, departments, businesses, political entities and the community at-large.

DUTIES:

Organization Operations

- Facilitate project planning, including development, implementation and monitoring of work plans, timelines, budgets, milestones and deliverables
- Provide direct and appropriate supervision, oversight, and support to Project Coordinators
- Track and manage milestones towards achievement of project goals

Governance

- Responsible for communicating effectively with the Healthy Shelby Mayor's Advisory Board and Leadership Council by providing, in a timely and accurate manner, all information necessary for the Mayor's Advisory Board and the Leadership Council to function properly and to make informed decisions
- Lead Healthy Shelby in a manner that supports and guides the initiative's mission

Community Relations

- Serve as an effective spokesperson for Healthy Shelby; represents the vision and mission of Healthy Shelby to stakeholders
- Responsible for the enhancement of Healthy Shelby's image by being active and visible in the community and by working closely with other professional, civic and private organizations
- Collaborate with local non-profits, city officials, government agencies and other relevant partners to develop and implement population health improvement strategies

Community Engagement

- Serve as a polished and informed liaison to external partners
- Maintain connections with other local and regional coalitions and look for opportunities to collaborate on projects and bring attention to Healthy Shelby's mission
- Represent Healthy Shelby on working groups, task forces, and shared initiatives

Communication

- Write, edit, and format proposals, reports, presentations and publications
- Participate in website and social media conceptual design and maintenance

Data Analytics

- Assist with the design, implementation, interpretation and communication of community health assessments
- Utilize data-driven decision-making
- Utilize rapid cycle improvement approaches when indicated
- Evaluate project impact, strategic value and 'next generation' options

Financial Performance and Viability

- Support development of funding proposals and progress reports
- Support timely completion of contracts and grant deliverables

KNOWLEDGE OF:

- Population health theory and practice
- Strategies of Clinical and Community Health Integration
- Relevant aspects of public health practice
- Social Determinants of Health

SKILLS:

- Written, oral and listening communication, including strong public speaking skills
- Teamwork
- Interpersonal
- Computer
- Time management
- Problem-solving and decision making in the face of competing priorities
- Conceptual and program development
- Project management
- Staff management
- Cultivation of new partnerships
- Budget management

ABILITIES:

- Ability to practice with a high level of initiative and autonomy
- Ability to work among/across populations with diverse racial, cultural, gender, socio-economic, sexual, religious and professional/non-professional orientations
- Ability to navigate complex systems with savvy, sensitivity and tact
- Ability to inspire and motivate others
- Ability to manage change effectively

TO APPLY:

Applicants should email a current resume and letter of interest with the subject line "Healthy Shelby Project Director" by May 22, 2017 to: mstansberry@commontablehealth.org .