

## **TFAH Healthy Students, Promising Future Project Manager**

Trust for America's Health (TFAH), seeks a Project Manager to lead the organization's work on school health. The major components of the work are: organizing and implementing a learning collaborative for states, including in-person meetings and technical assistance via webinars, deployment of subject matter experts, establishment of state peer learning groups, and other methods; drafting related grant reports; and other activities related to school health, many conducted in partnership with an external partner organization.

The Healthy Students, Promising Futures Learning Collaborative was launched in July 2016 by the Departments of Education (ED) and Health and Human Services (HHS) to support states in increasing access to Medicaid services in schools. Healthy Schools Campaign and Trust for America's Health are continuing the work started by ED and HHS and there are currently 15 state teams participating in the learning collaborative that include representatives from state education agencies, state Medicaid agencies, school districts and state and local advocates. This collaborative also includes dozens of national partner organizations. In 2018, the Collaborative will have a particular focus on addressing behavioral health in schools.

The Healthy Students, Promising Futures Project Manager reports to the Director of Policy Development and is housed within the Policy Development unit. He/she will work closely with the Health Policy Manager.

The Project Manager must have a Bachelor's degree. A Masters' degree or substantive work experience in project management, school health, health services administration, federal or state healthcare policy, education, or any other field that equips the candidate to understand and effectively lead projects is preferred.

TFAH is a non-profit, non-partisan organization dedicated to saving lives by protecting the health of every community and working to make disease prevention a national priority. In addition to school health, some focus areas at TFAH include population health, obesity, infectious disease and health equity.

**This is a one-year grant funded position with the possibility of extension with additional funding.**

### **SPECIFIC GOALS:**

1. Manage Healthy Students, Promising Futures Learning Collaborative working in collaboration with an external partner organization, including developing and implementing project plans to meet specified goals within a specified timeline and budget.
2. Build and maintain relationships with key stakeholders and partners.
3. Apply policy analysis skills in the process of managing the project to identify emerging policy issues and contribute this content to the overall development of TFAH's policy agenda.

### **ONGOING DUTIES AND RESPONSIBILITIES:**

Roles and responsibilities include (but are not limited to) the following:

1. Leading Healthy Students, Promising Futures Learning Collaborative work at TFAH, including general project management, content development, organizing in-person convenings, identification of key partners, technical assistance providers and subject matter experts, logistics and progress toward project objectives.
2. Providing day-to-day oversight of all aspects of project conception, implementation and evaluation.
3. Providing and ensuring effective communication with all stakeholders within and outside of the Learning Collaborative. Developing and presenting project updates that include process and outcome evaluation measures, lessons learned, and evidence of impact.
4. Coordinating with other TFAH staff, subcontractors and consultants, and other participating organizations. Cultivating and managing relationships with project team members and funding organization(s), if applicable.
5. Developing and managing a project budget and deliverable timeline; managing the performance of the project team to ensure successful delivery of program objectives.
6. Conducting research and analysis on pertinent school health issues, particularly as they pertain to the goals of the Healthy Students, Promising Futures Learning Collaborative.
7. Take the lead in drafting school health-related grant reports, proposals, presentations or narratives in collaboration with department directors and CEO.
8. Represent TFAH in relevant coalitions, meetings, briefings and working groups at the request of the Director of Policy Development.
9. Other duties and tasks as assigned.

#### **MINIMUM QUALIFICATIONS:**

1. Masters' degree in a field related to public health and at least five years of relevant policy experience in health and/or education.
2. Possess highly effective written and verbal communication skills.
3. Database proficiency (Excel minimum; Access desirable).
4. Excellent organizational skills, the ability to think logically and pay close attention to details.
5. Ability to work well independently including appropriately identifying next steps, and in a group setting with confidence and reliability.
6. Demonstrated qualities of leadership, maturity and commitment to the improvement of the public health system and structure.
7. Ability to work well under limited time constraints, willingness to take initiative and assume responsibility where and when needed, flexibility to change approach as deemed appropriate
8. Works as integral member of team, sharing responsibility project management and associated tasks toward the accomplishment of identified goals

#### **DESIRED QUALIFICATIONS:**

1. Project management skills, including the ability to break a complex project down into manageable parts to be assigned to members of the project team for completion.
2. Experience in school health and/or education.
3. Capacity to manage multiple projects, timelines, and deadlines at once.
4. Ability to work with and manage relationships with policy development team members, other departments at TFAH, external partners, convening participants and report reviewers.
5. Ability to identify, analyze and synthesize policy information.
6. Ability to understand policy environments and tailor writing and projects for non-partisan policymaker audiences.
7. Ability to independently conduct research using academic and policy sources and develop evidence to support positions.
8. Ability to work in a fast-paced environment.
9. Willingness to be strong team player.
10. Proficient in Microsoft Word, Excel, and PowerPoint.

**SUPERVISION RECEIVED:**

Reports directly to the Director of Policy Development