

## **Sr. Program Manager for Division of Community Advancement and Leadership Strategies**

Since 1987, NMAC has advanced its mission through a variety of capacity building programs; public policy education; national conferences; treatment and research programs and trainings; electronic and printed resource materials. NMAC represents a coalition of 3,000 CBOs and AIDS service organizations (ASOs) delivering HIV/AIDS services in communities of color nationwide. NMAC's advocacy efforts are funded through private funders and donors only. [www.nmac.org](http://www.nmac.org)

### **About the job:**

This position is responsible for managing the coordination and implementation of Capacity Building Assistance (CBA) activities provided to Health Departments (HDs) and Community Planning Groups (CPGs). *Strong background working with Health Departments is preferred.* Activities include developing a broad variety of culturally appropriate training and technical assistance services and products to meet the specific prevention, care and treatment needs of communities of color. This position is funded for one year<sup>+</sup> and includes up to 30 to 40% of business travel.

### **Position Overview:**

- Manages the coordination of all training and technical assistance (TA) activities for state health departments and community planning groups.
- Provides technical assistance and trainings to health department staff and community planning groups.
- Maintain responsibility for the design and development of training and technical assistance curriculum and supporting resource capacity building materials.
- Develop and monitor materials development procedures and protocols to ensure consistency and quality of training products.
- Develop work plans and quarterly, mid-year and end-of-year program reports.
- Budgetary responsibilities include budget review, budget preparation, and review of monthly budget variance analysis.
- Implement quality assurance plan for consultants and training processes.
- Monitors and assess the implementation of TA activities in cooperation with the Evaluation Manager to identify the appropriate outcome measures and monitor the results of TA and training delivery.
- Implement specific program duties as described in individual program work plans.
- Supervise Program Coordinator(s) and Assistant Program Manager.

**Qualifications:**

- Advanced degree in public health, administration, health care and/or related fields preferred or 8-10 years of related experience required.
- Skilled in providing technical assistance and training to health departments, community planning groups and/community based organizations.
- Minimum of 5 years of experience working with state health departments and community planning groups.
- Demonstrated knowledge of health department and community planning group infrastructure, protocols, and policies.
- Background in HIV/AIDS clinical services delivery and/or healthcare preferred.
- Minimum of 5 years of project/program management experience.
- Minimum of 3 years federal grants management experience.
- Demonstrated understanding of and experience in planning, design and implementation of national-level programs and initiatives, including attention to challenges in high risk and minority communities.
- Excellent strategic planning, supervisory, project management and organizational skills.
- Extensive experience developing/maintaining referral relationships, conference presentation opportunities, technical assistance information and other resources to inform and guide health professionals, policymakers, and the public.
- Excellent facilitation, training and communication skills.
- Strong demonstrated writing and oral communication skills.
- Strong interpersonal skills.
- Working knowledge of Microsoft's Word, Excel and Access software.

*Compensation is competitive, based on experience and educational qualifications.*

*NMAC will not reimburse for interview travel costs.*

**Equal Employment Opportunity**

National Minority AIDS Council (NMAC) is an Equal Opportunity Employer and supports diversity in the workplace. All employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital or family status, sexual orientation, gender identity, or genetic information. All staff at NMAC must be able to demonstrate the legal right to work in the United States.

All applicants please send your cover letter including salary requirements and resume to the following web link:

Application open until filled

**Please contact Maureen Miller, HR contact, at [mmiller@nmac.org](mailto:mmiller@nmac.org).**