

Job Title: Senior Program Manager *(of Treatment Education Adherence and Mobilization)*
Reports To: Vanessa Timmons, Director, Center for Health Communications (SSS supervisor) and functionally to the Director of Treatment Education Adherence and Mobilization (NMAC)
Department: Center for Health Communication, CRB – SSS
Treatment Education Adherence and Mobilization (TEAM) – NMAC
FLSA Status: Exempt

Summary: The Senior Program Manager utilizes their knowledge and understanding on the science of HIV/AIDS to enhance and assist in the creation, management, and implementation of treatment programs for Community Based Organizations, and key stakeholders. The Senior Program Manager will use their strong understanding of the rights and needs of constituents and apply this knowledge into supporting the group's activities. A key component of the role is to assist the TEAM Director in implementing the programmatic and operational direction of the group. This includes the ability to implement monitoring and evaluation activities and review program evaluation data and lessons learned to improve programs, and find new strategies to improve program(s) delivery.

Duties and Responsibilities Include:

- Assist TEAM Director on development, implementation and monitoring strategic goals for the group in alignment with NMAC's strategic plan.*
- Understand and apply current science and policy issues regarding HIV research and treatment development. *
- Assist in the preparation of work plans and budgets for the group.
- Supervise all program deliverables to ensure they are completed and monitored according to approved budgets and grantor requirements.*
- Make verbal and written presentations as required. *
- Collaborate with other programmatic and non-programmatic groups to ensure that all activities that require cross-group coordination are met.
- Understand the science of AIDS from clinical to policy, with the ability to translate into written form for efforts.*
- Assist in recruiting, managing, and supervising potential human resources (consultants and/or staff) for the implementation and evaluation of programs.
- Responsible to assist in developing contracts with hired consultants to meet the goals of relevant programs.
- Responsible for administrative items required from the group.*
- As required represent NMAC in other forums related to treatment and research.
- Travel as required.*
- Other duties as assigned.*

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Good professionalism, verbal, written and listening skills. Must be well organized with strong time management skills and must be detail oriented, with the ability to manage multiple priorities concurrently. The ability to act independently with minimal or little to no supervision.

The requirements listed above and in the Qualifications are representative of the knowledge, skill, and/or ability required. Essential job duties are marked with an * (asterisk).

Education/Experience:

Bachelor's degree required

Masters degree preferred in public health or related field or equivalent combination of seven to ten years' of progressive work experience in the non-profit field.

Minimum of 5-7 years of experience regarding HIV research, treatment development and program development.

Special Skills:

- Strong oral and written communication skills
- Strong organizational skills
- Ability to work independently and in a team environment
- Ability to handle pressure situations in a calm manner
- Strong knowledge in HIV/AIDS science, research and treatment
- Experience on policy issues regarding HIV science, research and treatment
- Ability to develop and maintain positive relationships with grantors, funders, vendors, sponsors, stakeholders, and coworkers

Interested applicants can apply for this position online at the following link using reference number 1277: https://s-3.silkroad.com/epostings/index.cfm?company_id=15749&version=1