

Job Title: Associate Manager

Reports To: Director of Treatment

Department: [Treatment](#)

Contact: [Moises Agosto-Rosario](#), Director, Treatment Division, magosto@nmac.org

[NMAC](#) (formerly known as the National Minority AIDS Council) is an equal opportunity employer looking for a highly motivated person to focus on reducing health disparities for populations significantly impacted by HIV and associated illnesses within the [Treatment Division](#). This person will primarily be responsible for managing engagement and activities for the HIV 50+ Strong and Healthy program, supporting the members of cohorts and all projects linked to the program.

Core Competencies

Reporting to the Director, the Associate Manager will serve as an integral member of the NMAC team, ensuring a community-centered and evidence-based approach to adapting systems within the HIV 50+ community to improve health outcomes and quality of life.

The incumbent will oversee the development, adaption, implementation, and monitoring & evaluation of programmatic activities. Serve as key personnel to communicate with federal, national, and local health entities and community-based organizations. In addition, the incumbent will support the Director with budget development & reconciliation and programmatic deliverables to the funder(s).

Duties and Responsibilities Include:

- Assist the Director with developing, implementing, and monitoring strategic goals for the HIV 50+ program in alignment with NMAC's strategic plan.
- Assist in the preparation of work plans and budgets for the division.
- Supervise all program deliverables to ensure they are completed and monitored according to approved budgets and grantor requirements.
- Collaborate with other programmatic and non-programmatic divisions to ensure that all activities that require cross-divisional coordination are met.
- Assist in recruiting, managing, and supervising potential human resources (consultants and staff) for the implementation and evaluation of programs.
- Responsible for assisting in developing contracts with hired consultants to meet the goals of relevant programs.
- Responsible for administrative items required from the division.
- As required, represent NMAC in other forums related to treatment and research.
- Travel might be required.
- Other duties as assigned.

Qualifications

- Combined five years of HIV/infectious disease health-focused academic and programmatic management experience
- Demonstrated experience working independently
- Skill and comfort at establishing and maintaining relationships with academic/policy, social service, and consumer-focused individuals



- Detail-orientated approach to program oversight
- Elevated understanding of social determinants of health for subpopulations impacted by HIV and associated illnesses, specifically elders living with HIV
- Passion for responding to HIV through a race-justice, language-justice, gender justice lens
- Superior communication skills
- Proficient and documented experience with MS Office and governmental databases

The salary range is \$65,000 - \$75,000. NMAC offers a comprehensive benefits package.