

## JOB INFORMATION

Job Family	
Sub-Family	
Job Title:	Senior Program Manager - Impact & Evaluation
Job Code:	
Alternate Title	
Version Date:	12/15/2021 12:00:08 PM
Salary Grade:	
Category	Education
Department:	Education
FLSA Classification:	Exempt
EEO Code:	First/Mid-Level Officials and Managers
Job Level:	Expert Individual Contributor

## JOB SUMMARY

This Senior Program Manager is a public health expert. They are accountable for health needs assessment and evaluation. They oversee the identification, collection, analysis, and dissemination of qualitative and quantitative data. This Senior Program Manager is the individual directly responsible for measuring the Foundation's impact. They are also accountable for grant writing.

### Essential Functions

Essential Function	% TIME
Creates, implements, monitors, and manages the Foundation's impact measurement	25%
Designs, develops, and conducts health needs assessments and uses data to implement health education programs within Education Department	20%
Designs systems and methods for evaluating the Foundation's programs; analyzes data and presents outcomes	20%
Identifies, collects, and evaluates quantitative and qualitative data, data analytics and visualization	20%
Identifies, writes, and secures grant support for the Foundation's programs	15%

### Additional Responsibilities

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Supports the Foundation's inclusion, diversity, equity and access work through thoughtful outreach, practices of cultural humility, and the inclusion of diverse leaders.

## QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Education

Bachelor's Degree	Health Education, Sociology, Math, Statistics	Required	And
Master's Degree	Public Health, Health Education, Statistics, Epidemiology	Preferred	

### Work Experience

8 years or more	8 + years' experience in public health analysis and program development	Required	And
8 years or more	8 + years' experience with outcomes measurement, data collection, analytics, and visualization	Required	And
3 years or more	3+ years' experience in grant writing	Required	And

Skills						
Strong verbal and written communication skills					High	
Actively look for ways to help people					High	
Proficient in Office 365 Applications and Project Management Software					Medium	
Proficient in donor database, preferably BlackBaud CRM					Low	
Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions					High	
Highly proficient in data collection and analysis					High	
PHYSICAL DEMANDS/WORKING CONDITIONS						
Physical Demands						
Physical Demand	NA	Rarely	Occasionally	Frequently	Constantly	Weight
Reading					X	
Carrying	X					lbs
Climbing Stairs	X					
Crouching	X					
Grasping	X					
Grip	X					
Handling	X					
Kneeling	X					
Pinch	X					
Pulling	X					
Pushing	X					
Lifting	X					
Reaching	X					
Vision					X	
Repetitive Motions					X	
Sitting					X	
Standing	X					
Walking	X					
Stooping	X					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions						
Working Environment						
Working Condition	NA	Rarely	Occasionally	Frequently	Constantly	
Extreme cold	X					
Extreme heat	X					
Humidity	X					
Wet	X					
Noise	X					
Hazards	X					
Temperature Change	X					
Atmospheric Conditions	X					
Vibration	X					
Other	X					
TRAVEL REQUIREMENTS						
Travel Type				Percentage		
Domestic				5%		

Valid Driver's License Required		
Yes/No	Reason for Drivers License	
No	To attend local and remote events; transportation while traveling	
<i>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i>		
Functional Competencies		
Competency	Level	Competency Description
Company Knowledge	5. Senior	Understands how the functions integrate into the division and the strategic concept behind the corporate goals.
Functional Knowledge	4. Experienced	Expertise in his/her discipline and understands these concepts in other disciplines.
Influence	4. Experienced	Profits from garnering support for concepts and solutions from other functions.
Leadership Skills	4. Experienced	Manages a function.
Analytical Thinking	5. Senior	Tackles critical large-scale issues using rational thinking and reasoning.
Collaboration	5. Senior	Reinforces partnerships internally and externally that could lead to growth opportunities for the organization.
Communication Skills	5. Senior	Communicates at a high level and is able to negotiate on a broad spectrum of matters.
Job Impact	6. Expert	Entire organization.
Managing Change	4. Experienced	Initiates improvements for the function.
Problem Solving	5. Senior	Arrives at decision using analytical thought.
Strategic Responsibility	4. Experienced	Sets or influences strategy for his/her function.
Business Impact	5. Senior	Sets goals for the division and contributes to corporate strategic decisions.
SCOPE		
Freedom To Act		
Work is accomplished without considerable direction. Exercises judgment in selecting methods, techniques, and evaluation criteria in obtaining results. Exerts significant latitude in determining objectives of assignment. Takes calculated risks with consultation from the expert.		
Problem Complexity and Problem Solving Timeframes		
Provides resolution to a diverse range of recognizable complex problems. Analysis is required to identify root cause. Uses judgment within defined boundaries to develop alternate solutions, both long and short term. Problem/Task resolution timeframe: Inclusive of shorter timeframes, but typically the majority of tasks take three to six months to resolve.		
People Management		
# Direct Resources Managed		# Indirect Resources Managed
Impact		
Failure to obtain results or erroneous judgments or recommendations would normally have serious results and may require substantial expenditure of resources to correct and / or achieve goals.		
Contact with Others		
Frequently inter-organizational and outside customer / vendor contacts. Part of a team who represents the organization. Monitors activities and communicates information across the organization		
Financial Responsibility		
Total Financial Responsibility	The incumbent does not currently have budgetary responsibilities	
Budget Responsibility		
\$100,000 - \$250,000		