



Position Description: Program Manager

The position description will serve as the core document for all human resource functions such as recruitment.

Supervisor

Executive Director

Potential Supervisees (*Dependent on supervisory experience*)

Program and Communications Coordinator
Other temporary project-based staff

FTE: 0.85 to 1.0 FTE (variable)

Salary: \$57,000-\$75,000 for 1.0 FTE

Mission Statement and Organizational Overview

Healthy Mothers, Healthy Babies (HMHB) is a 501(c)(3), non-profit organization that endeavors to improve the health, safety, and well-being of Montana families by supporting mothers and babies, age zero to three. Since 1984, through programs and partnerships with national, state, and local organizations, HMHB-MT has provided services, advocacy and leadership to improve the health, safety and well-being of Montana's pregnant women, young children, families and communities through prevention, education, training, and monitoring health and health-related services. The organization develops and carries out a variety of programs focused on preventing Montana's most critical issues that impact maternal and child health. To learn more, please visit: www.hmhb-mt.org.

HMHB adopts and promotes systemic approaches to improve the health, safety, and well-being of Montana families by supporting mothers, babies and families with children age zero to three. HMHB coordinates public health media campaigns, operates an online resource guide and accompanying warmline for families who are expecting or raising children age zero to three, hosts a perinatal mental health conference attended by approximately 250 professionals each year, coordinates meetings and projects for multiple collaborative initiatives, and partners with medical providers and other stakeholders to educate and empower families and providers about issues impacting healthy pregnancies and early childhoods.

Functioning as a strong team, employing the philosophy of servant leadership, each team member is empowered to bring their passion, creativity, and innovation to work in an effort to improve maternal and child health in Montana.

Program Manager Position – Overall Purpose

The Program Manager leads the operation and coordination of all HMHB programmatic strategies. This position will prioritize building relationships that keep HMHB informed of the current statewide landscape of maternal and child health in the state of Montana. They will work closely with state and local early childhood and maternal and child health leaders to build strong, collaborative partnerships that will inform strategic and impactful programs. With attention to strategy, implementation and delegation, the Program Manager shall track and evaluate HMHB programs; convene, connect and support relevant stakeholders; and work with the Executive Director and other HMHB Staff to implement program planning for future growth. They will also play a critical role in supporting the Executive Director's efforts to secure funding through grants

and contracts. The specific tasks in this position description may be changed to tasks requiring equivalent skills and effort in light of evolving projects, programs, technologies, and organizational needs.

Overall Responsibilities and Expectations

Program Management and Leadership (NOTE: this position may have supervisory duties as fitting the candidate's skill set. Position description and compensation will be adjusted accordingly.)

- A) Work closely with the Executive Director to implement HMHB's strategic plan by managing and coordinating programs in order to achieve the goals of HMHB.
- B) Manage and track deliverables associated with grants and contracts, delegating as necessary, and complete associated reports.
- C) Build and maintain positive working relations with stakeholders and program recipients statewide to deliver effective services under the programs managed.
- D) Provide support to programmatic stakeholders and others in the community, including facilitating both in-person and virtual convenings, conducting site visits, providing technical assistance, and creating resources.
- E) Facilitate continuous quality improvement efforts, including rigorous program evaluation, to ensure ongoing programmatic excellence and consistent program quality.
- F) Develop, implement and monitor HMHB policies and procedures related to the programs managed.
- G) Research and understand local, state and national best practices pertinent to HMHB's mission and share that knowledge with HMHB staff and partners as needed.
- H) Assist Executive Director in annual budget preparation for programs with associated narratives and supporting documentation.
- I) Review and authorize programmatic expenditures and payments within approved budgets.
- J) Monitor program budgets to ensure fiscal responsibility and sustainability.
- K) Prepare and present budget reports to the Executive Director and other relevant staff and partners as needed.
- L) Assist with communications and outreach-related operational duties as needed to ensure HMHB is meeting its contractual, legal, and operating obligations.

Development and Fundraising

- A) Assist the Executive Director with program-related fundraising to ensure goals and strategies set forth in the strategic and operations are met.
- B) Initiate, expand, cultivate, and strengthen donor relationships by ensuring programs managed adhere to standards of excellence and achieve measurable outcomes.
- C) Identify and apply for grants and other funding to achieve the goals of the strategic plan with the approval of the Executive Director.

Public Relations and Communication

- A) Build and foster organizational partnerships statewide, acting as both a listener and proactive communicator.

- B) Raise awareness of and build support for HMHB and its mission through stakeholder engagement and programmatic excellence.
- C) Advocate for and represent HMHB and its mission by actively engaging those with whom this position works in its programs throughout Montana.
- D) Act as content matter expert on HMHB publications, as appropriate.

Other

- A) Promote an inclusive and welcoming environment for all individuals in regard to diversity which may include geography, race, ethnicity, socioeconomic status, immigration status, veteran status, sexual orientation, gender, sex, age, ability and religion.
- B) Perform other job duties as assigned.

Successful Candidates will have:

1. A passion for HMHB's mission;
2. A minimum of four years of related experience or a combination of training, education and experience that is equivalent to the employment standard listed above and that provides the required knowledge and abilities; and
3. A bachelor's degree.

Knowledge of: Maternal and child health; program management; grant writing; program evaluation; and systems change process are strongly preferred. Experience in public health, medical and behavioral health; human services; early childhood; perinatal mental health; budget monitoring; advocacy and/or related programming is preferred, but not required for success in this position. Additionally, comfort and ability to host and convene diverse groups and meetings.

Demonstrated Ability in: Managing programs skillfully and successfully while working with stakeholders and other organizations to develop high-performance outcomes, achieving strategic plan and programmatic goals and objectives; creating successful working relationships with all colleagues; providing leadership and developing collaboration among diverse stakeholder groups around programs; gathering, interpreting and analyzing data, drawing conclusions, and making recommendations based on an unwavering commitment to quality programs and data-driven program evaluation; successfully completing needed tasks to secure and maintain grant funding; exercising strong communication skills, tact and diplomacy in representing the organization and program while persuasively and passionately communicating the mission; using Microsoft Office; Excel and other basic software; strong written communication skills for preparing a variety of written documents.

Physical and Environmental Demands: The job requires the ability to work independently and efficiently, to exercise good judgment in a home-based or office setting, and to sit or stand for long periods of time, working on various computer assignments with repetitive hand movements and artificial lighting. If working from the HMHB office, must be able to climb a flight of stairs, as the office is located on the second floor of a building that does not have an elevator.

Salary: This position is offered with a variable hour range of .85-1.0 FTE. The pay range is \$57,000-\$75,000 per year for 1.0 FTE and will be offered based on knowledge, skills, and abilities. While this position may perform supervisory duties, we encourage applicants with and without supervisory experience to apply. HMHB offers employee benefits including paid time off, health insurance, Health Saving Account, and cell phone reimbursement. Details are available on request.

To Apply: Please submit your resume and cover letter at this link:

<https://forms.monday.com/forms/dd57ec7fd78d500ba7d86efed637137a?r=use1>

Staff will begin reviewing applications on November 9th, 2023 and the position will remain posted until filled. For any questions, please contact Stephanie Morton, Executive Director at stephanie@hmhb-mt.org or 406-449-8611, ext. 1.