

BROWARD HEALTHY START COALITION, INC.

JOB DESCRIPTION

POSITION: Senior Programs Manager
REPORTS TO: Director of Community Health Services
STATUS: Full-time/Exempt

Broward Healthy Start Coalition, Inc., (Coalition) is a nonprofit 501(c) 3 corporation located in Fort Lauderdale, FL that leads a cooperative community effort to reduce infant mortality and improve the health of children, childbearing women, and their families in Broward County.

Overview

This position facilitates all operational and maintenance responsibilities pertaining to initiating, coordinating, administering, and overseeing assigned programs or projects involving public sector procurements and/or contracts, and/or grants entered by Broward Healthy Start Coalition, Inc. Acts as the administrative liaison among various entities including funders, contracted service provider organizations and consultants, and internal administrative contractual and quality assurance functions related to assigned contracts and/or grants; interprets and explains policy regulations and operating procedures; conducts quality assurance site visits; technical assistance and training for subcontracted service providers; monitors provider data input into various information systems; writes various reports as needed for monitoring and reporting purposes to funders. The incumbent will supervise and oversee the work of in-house program managers and other program staff members.

This position is also responsible for representing the Coalition on various community-based committees, workgroups and task forces as assigned. Additionally, the incumbent will work with other Coalition Staff to facilitate a variety of training and community outreach activities associated with programming.

BASIC QUALIFICATIONS

- Bachelor's degree in social services, public health, maternal and child health, business administration, or related field.
- A minimum of three years professional experience in the non-profit sector
- Experience and working knowledge of contract management and oversight
- Experience working with diverse communities, organizations, and agencies
- Strong experience in personnel supervision, management, and data analysis

KNOWLEDGE, SKILLS, AND ABILITIES

- Current knowledge and experience in Healthy Start or maternal child health is preferred
- Contract management and auditing
- Budget and expenditures monitoring
- Proficiency in computer applications (Excel, Word, PowerPoint)
- Ability to represent the Coalition in the community in a professional manner
- Knowledge of local health and human service providers
- Excellent oral and written communication skills
- Exceptional interpersonal skills
- Experience leading and/or working with boards and/or committees
- Ability to work independently as well as within a team
- Ability to work flexible hours as needed
- Requires reliable transportation, valid drivers' license, good driving record and automobile insurance for local travel in Broward County (mileage reimbursement applies)

MAJOR RESPONSIBILITIES

Maintains service delivery contracts on behalf of the Coalition from funders and grantees and subcontracts awarded from the Coalition to local service provider organizations

Acts as the administrative liaison among various entities including funders, contracted service provider organizations and consultants, and internal administrative contractual and quality assurance functions related to assigned contracts and/or grants

Develops contract and/or grant documents and related forms, performs analysis of grants and/or contracts, prepares statistical reports, project reports, monitoring and/or evaluation reports, and related data using basic office computer software applications

Interprets and explains policy regulations and operating procedures

Monitors or evaluates grants, contracts, and/or subcontracts and produces written reports summarizing findings

Conducts site visits to observe and analyze the administrative competence and contractual compliance of contracted agencies and/or consultants and efficacy of contracted programs in performing required activities and achieving outcomes

Monitors provider data input into various information systems

Provides guidance, technical assistance, and training to assist contracted providers to achieve contractual compliance and to improve administrative and programmatic competence

Generates detailed contract related reports based on requirements of the Coalition's funders and/or board of directors

Maintains contract related data in hard copy and electronic formats using computer-based software applications to generate documents and reports

Reviews and approve provider invoices for payment

Assists in the development of projects, programs, contracts, and grants

Assists in the development of monitoring and evaluation policies, procedures, and schedules; developing procurement and/or solicitation documents; may assist with review of solicitation or procurement responses

Provides professional level staff assistance to the Director of Community Health Services in assigned areas of operation; assists and advises on matters pertaining to contract and/or grant projects assigned

Assists in planning, coordinating, and directing the work of subordinates as required by work assignment

May assist in the coordination of various training and community outreach activities

Performs other related work and duties as assigned

Full-time position, Monday through Friday. Compensation is commensurate with qualifications and experience. Annual salary range is \$55K to \$65K with a comprehensive benefits package including health, dental, retirement plan, and more. **Email resume, cover letter and salary requirement to careers@browardhsc.org. Resumes will be accepted until position is filled. Broward Healthy Start Coalition, Inc. requires all new hires pass a local and national Level 2 criminal background check prior to being hired. We are an Equal Opportunity Employer. Visit us online at www.browardhsc.org.**

1/14/2021