



POSITION: HRSA Grant Project Manager
REPORTS TO: Senior Programs Manager
STATUS: Full-time/Exempt

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

POSITION DESCRIPTION

Broward Healthy Start Coalition was awarded with a 5-year federally funded grant from HRSA to decrease the racial disparity in infant mortality. Infant mortality rates disproportionately affect Black communities and Black families. This position is responsible for program development, implementation, oversight, forward movement, and growth of the *Broward Black Babies Matter* grant. Our mission is to deepen our collective understanding of the structural inequities that contribute to the infant mortality rates in the indicated communities. The mission of *Broward Black Babies Matter* is to reduce the rate of infant mortality, and more specifically, the disparity between the high rates of Black to white infant mortality in Broward County using a comprehensive, coordinated, and integrated strategic approach that addresses the upstream factors associated with such disparities. As Broward County has experienced the highest number of excess Black infant deaths in the state of Florida compared to other counties with high numbers of births, the funding for this project will be used to implement strategies and actions identified in the Broward Healthy Start Coalition's (BHSC) Service Delivery Plan 2021-2026.

PRIMARY DUTIES

- Maintains all aspects of service delivery of the grant.
- Develops and ensures compliance with HRSA reporting requirements.
- Develops and maintains reciprocal relationships among partners, invested community stakeholders, community members, and subcontractors.
- Promotes health and racial equity while organizing for social policy change, focusing on the trust, cohesion, and commitment of project partners.
- Develops, interprets, and explains policy regulations and operating procedures.
- Organize to build accountable relationships with community members.
- Contract management of subcontractor agreements.
- Provides leadership, guidance, and technical assistance to contracted providers to achieve contractual compliance and to improve administrative and programmatic competence.
- Assists in planning, coordinating, and directing the work of invested stakeholders and project partners as required by the grant implementation.
- Facilitates the coordination of various trainings, community outreach, and engagement activities.
- Generates detailed grant related reports based on requirements of the HRSA.
- Maintains grant related data in hard copy and electronic formats using computer-based software applications to generate documents and reports
- Performs other related work and duties as assigned.

KNOWLEDGE, SKILLS, AND REQUIREMENTS

Current knowledge and experience in maternal child health.

Knowledge and understanding of systems level transformation.

Understanding of data outcomes, and ability to disaggregate data to make data-driven decisions.

Proficiency in computer applications (Excel, Word, PowerPoint).

Self-driven and with strong critical thinking and program development skills. Excellent oral, written communication skills and interpersonal skills.

Experience leading and/or working with boards and/or committees.

Demonstrates a racial equity analysis, and health equity analysis utilizing the social ecological model.

Demonstrates cultural humility.

Ability to represent the Coalition in the community in a professional manner.

Requires reliable transportation, valid drivers' license, good driving record and automobile insurance for local travel in Broward County (mileage reimbursement applies).

EDUCATIONAL REQUIREMENTS AND EXPERIENCE

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 program and contract management and oversight.

Experience working with racially diverse communities, organizations, and agencies.

PHYSICAL DEMANDS

Must be able to sit for extended amount of time.

Must be able to bend and stoop.

Frequent use of keyboard and telephone.

Occasional lifting up to 25 pounds.

SALARY

The salary range is \$50K to \$56K annually.

Full-time position, Monday through Friday. Compensation is commensurate with qualifications and experience.

The Coalition offers an attractive benefits package that includes paid health/dental/vision insurance, short term and long-term disability insurance, life insurance, paid annual and sick leave, employer contribution to 403B after three month waiting period. Mileage reimbursement for local work travel is provided.

Broward Healthy Start Coalition, Inc. requires all new hires to pass a local and national Level 2 criminal background check prior to being hired. We are an Equal Opportunity Drug Free Work Place Employer.

The Broward Black Babies Matter project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) as part of an award totaling \$2.5 million with 0% financed with non-governmental sources. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA, HHS, or the U.S. Government. For more information, please visit [HRSA.gov](https://www.hrsa.gov).