



Associate Director of Programs

Classification: Professional, full-time employment

Benefits: Paid vacation, health and holidays, generous health insurance, long-term disability, life insurance, transportation deduction, and employee-contributed/employer match 403b plan

Location: Washington, D.C. region, post-COVID remote flexibility

Salary Range: \$70,000-\$75,000

The Role: [Expecting Health](#) is seeking a highly motivated, experienced, organized, and goal-oriented Associate Director of Programs to help lead programmatic activities for a range of reproductive, maternal, and child health initiatives. Responsibilities include managing a federal corporative agreement focused on family training and engagement, contributing to staff development, and helping expand our programmatic portfolio. There will be significant opportunity for professional growth for someone looking to make a lasting contribution to our organization.

The ideal candidate is a natural organizer and connector. The ability to work with a range of stakeholders and be self-directed is truly essential. The position requires interpersonal and organizational skills, independent judgment, careful attention to details and deadlines, and the ability to work in a team-oriented environment. The successful candidate is an avid implementor who is professional, resourceful, and comfortable taking initiative and anticipating the needs of others.

This is an opportunity to both focus on family/community engagement and public education by working with organizations across the country looking at family engagement as well as building out a programmatic portfolio in women's, maternal, and child health.

WHAT YOU'LL DO:

Administrative/Organizational

In partnership with the program team, you will work on strategic planning for program portfolio expansion including identifying emerging topic areas in alignment with our mission.

- Manage inquiries and requests for partnership opportunities
- Oversee grant development process, including identifying new proposals, preparing budgets, drafting, and finalizing submissions
- Work with staff to develop program goals and plans for new projects
- Aid in budget development and implementation
- Serve as a thought partner to support decision making and problem solving for programs



Grant Management

- Manage day-to-day activities of the [National Genetics Education and Family Support Center](#), a 4-year federally-funded program focused on developing and facilitating leadership training programs for families and advocates. This includes:
 - Performing a wide range of programmatic and administrative tasks
 - Creating, updating, and maintaining programmatic documents including work plans, timelines, and notes.
 - Helping develop, manage, and track family engagement measures
 - Serving as a liaison with grant subcontractors and other project partners
- Manage national partner relationships and work to create integrated program workgroups
- Work on issues regarding telehealth, virtual community engagement, family-professional partners
- Maintain and update websites, online tools, and databases

WHO WE'RE LOOKING FOR:

- Minimum of 5 years of program management experience, including reporting, evaluation tracking, measure development, and proposal writing
- Advanced degree or equivalent experience/training in community/family engagement, health, genetics, advocacy, women's, maternal, and child health, and/or communications is required.
- Experience in:
 - Developing and hosting in-person and virtual meetings with a focus on participant engagement
 - Working with community, family, and consumer representatives
 - Anticipating, balancing, supporting, and prioritizing the needs of multiple projects and partners
 - Managing vendors, especially digital production agencies
- Strong organization skills with the ability to effectively handle frequently changing priorities
- Mature and detail-oriented with the ability to work both independently and with a team
- Creative problem solver with a positive outlook and "can-do" attitude
- Superior interpersonal, written, and verbal communication skills
- Basic knowledge of website content management
- Must possess good judgment and discretion with confidential and sensitive information
- Must possess the poise, capability, and professionalism to represent the organization exceedingly well while working closely with high-level officials as well as public stakeholders

Why Expecting Health: Born from Genetic Alliance, a nonprofit organization rooted in 33 years of community programs and representing national voices and family-centered experiences, [Expecting Health](#) shares science-based and policy-informed information that reflects the lived experiences of individuals and their families. We do this through the power of relationships; convening the top experts; working with key leaders in health; and engaging with families and



communities at the center of the conversation. We believe that new and expecting families, regardless of makeup, income, or background, should and deserve to expect health. We simply don't think it needs to be this hard.

How to Apply: Please send your cover letter, resume, and a writing sample to nbonhomme@expectinghealth.org with '2020 Associate Director of Programs Application' in the subject line.

