Project Director, Fund II Foundation Grant

- **Basic Function**
  The Project Director, Fund II Foundation Grant is responsible for the oversight of programs and activities related to the Health Equity Through Community Empowerment: Eliminating Breast Cancer Disparities for African American Women project funded by The Fund II Foundation.

- **Primary Responsibilities**
  Major focus areas in this role include:
  - Oversight and guidance of the overall project, providing strategic oversight for the design, development and implementation of Komen led activities under this program,
  - Build and manage the appropriate infrastructure and team to support this project,
  - Manage a multi-site and highly matrixed organization and project,
  - Provide leadership and subject expertise to help successfully address identified disparities,
  - Work closely with the Sr. Director, Strategic Initiatives and the Sr. Director, Evaluation & Outcomes and other HQ staff to achieve desired outcomes,
  - Ensure regular communication and strong collaboration between Komen and Komen partners, donor representatives and Komen HQ support functions,
  - On-going reporting and overseeing evaluation and outcomes analysis of project impact.
  - Liaison and oversight for Komen D.C. based staff (5% or less of time / non-grant funded).
  - Provide leadership in the design and management of this program. Build and maintain an appropriate infrastructure to support Komen’s Health Equity Through Community Empowerment: Eliminating Breast Cancer Disparities for African American Women program. Infrastructure components include people, strategy, processes, and resources needed to be successful.
  - Manage site and headquarters project Directors, project Coordinators and other project staff (across initial 10 sites, and additional sites as added) to ensure local program implementation, activities, data collection and analysis are completed in a quality and timely manner to help ensure maximum impact from program initiatives. Ensure compliance with Grant terms and conditions, Komen policies and regulations and all applicable regulations.
  - Implement appropriate evaluation metrics and measures to accurately gauge impact and outcomes of Komen’s African American Health Equity Initiative. Provide timely and accurate reporting to CEO to track impact of strategic initiatives.
  - Proactively anticipate delays, challenges and opportunities, and lead or support teams, partners and HQ colleagues to identify solutions.
  - Manage financial resources within the African American Health Equity Initiative project plan, grant(s) and budget. Work collaboratively with Accounting to prepare project budgets and track the progress of spending. Prepare ongoing program and financial reporting for donors, together with any deliverables as may be required under the terms of the grant.
  - Build strategic relationships with the individuals, communities, organizations, sponsors, and government entities to assure Komen’s success with African American Health Equity
- Ensure effective and coordinated communications regarding the program and its local activities across the Affiliate Network and with appropriate Executive Directors and other HEI program stakeholders, internal and external.
- Liaison and oversight for Komen D.C. based staff (non-grant funded).
- All other duties as assigned.

**Job Qualifications:**

**Minimum Experience Required**

BS/BA in Public Health or related field thereof plus 15 or more years of relevant experience in public health project management, including impact-evaluation and reporting and other experience related to community outreach and disparities work. Demonstrated experience managing projects and staff; excellent verbal and written communication skills, ability to explain and discuss scientific and technical content in clear and concise terms to lay audiences; ability to think quickly, critically and strategically; demonstrated experience with quantitative and qualitative data analysis; excellent and instinctive service and customer relationship skills; and excellent organizational and contract and project management skills. Travel at least 4 times per month. Master’s in Public Health.

**Preferred Experience**

Strongly prefer candidates with a detailed understanding and experience in addressing disparities / health equity issues. Experience in managing a multi-site matrixed organization with strong leadership and managerial skills. Deep experience in understanding evaluations and outcomes.

**Specialized Knowledge Requirements**

Experience with complex financial and project management. Extensive public health and evaluation expertise. Solid working knowledge of Microsoft Office Suite (MS Word, Excel, PowerPoint, etc.). Strong organizational, planning, communication and customer service skills. Knowledge of public health program evaluation design and development, health statistics and knowledge management required. Strong project management, writing and presentation skills.

**Department:**

Public Policy

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