



## Public Policy Institute Manager

### Purpose:

The position has the overall responsibility for managing multiple substance use prevention projects and staff coordinating the projects while supporting the strategic direction and mission of the agency and division. This includes oversight of all program planning, operations, implementation, reporting, evaluation and staff supervision.

### Essential Functions:

- Oversee the day-to-day delivery of operations of prevention programs to maintain or improve quality and meet funding outcomes
- Coordinate the planning, implementation and evaluation of programs
- Initiate, investigate and relay new program ideas, best practices and funding sources
- Align individual project work plans, which incorporate goals and objectives, to maximize reach and ensure resources are utilized most efficiently
- Develop systems to track progress to work plans and outreach events
- Create, monitor and incentivize success to reaching overall goals for prevention programming
- Maintain grants management calendar ensuring adherence to grant requirements across all programs and funded projects
- Maintain and disseminate Prevention Services Calendar of meetings, trainings and outreach events
- Ensure staff coverage at external meetings critical to our work and partnerships
- Ensure that personnel, client, donor and/or partner files are securely stored and privacy/confidentiality is maintained
- Communicate with partners stakeholders to keep them informed of program work and outcomes
- Establish good working relationships and collaborative arrangements with community partners and other organizations to help achieve program goals
- Human resources planning and management
- Work with Deputy Director to prepare and monitor program budgets
- Approve expenditures consistent with each program's budget
- Coordinate compliance with program accounting procedures

### Supervision Responsibilities:

- Recruit, interview and select staff and interns with critical technical and personal abilities to help advance the program's objectives and outcomes
- Ensure that all staff / interns receive an orientation to the division
- Ensure the development of and updates if necessary to job descriptions for all program positions
- Determine staffing requirements for program delivery (including outreach and special events)
- Analyze external opportunities to participate in community events and activities and make recommendations based on applicability, effectiveness and impact
- Coordinate and ensure adequate staffing at external outreach events
- Conduct weekly meetings with individual prevention staff to provide support to, plan and track progress to goals and activities
- Provide innovative ideas/solutions for any challenges staff are facing to rectify for continual program improvement
- Attend and provide support to staff facilitating their respective program/ coalition meetings
- Facilitate bi-weekly prevention team meetings to promote information sharing and collaboration
- Attend bi-weekly department policy meetings to report out on prevention work and identify needs and opportunities for collaboration
- Oversee individual staff members in preparing reports to funders in accordance to funding requirements
- Conduct annual staff reviews



- Work with staff to create individual professional development plans for each staff and monitor progress
- Provide recommendations on trainings and professional development opportunities for staff to attend based on budget and grant requirements
- Administer human resources policies, procedures and practices consistently with all staff members
- Strong skills in conflict resolution and relationship building

#### Reporting & Evaluation

- Carefully review and stay on top of reporting requirements with staff (and Evaluators when applicable) to ensure all data is properly captured and tracked
- Ensure required reports are submitted accurately and on time
- Work with staff, Evaluators and CA Leadership Team to analyze data and determine program effectiveness and opportunities for improvement
- Prepare monthly reports to convey member access, activities, prevention best practices and outcomes for dissemination to partners, community members and stakeholders
- Work with Deputy Director and CA Communications Specialist to disseminate information regarding health outcomes and activities via various media platforms

#### Knowledge and Skills Required:

Candidate must have Strong oral and written communication skills and ability to write. Candidate must have the ability to effectively present information and facilitate meetings. Candidate must have strong organizational and time management skills, and the ability to maintain confidentiality of written and verbal information. Training experience and knowledge of substance use prevention and mental health wellness best practices a plus.

#### Education/Experience Requirements:

Previous experience with public health and/or substance abuse prevention preferred. Previous experience supervising multiple projects and/or staff in public health/human service organizations a must. Experience building coalitions and program management. Candidate must also have experience working with funders and ability to leverage relationships with community leaders and with local government officials.

#### Level of Effort:

This position is a full-time salaried position

#### Reports to:

Public Policy Institute Deputy Director

#### Deadline to Apply:

To apply, email a cover letter and your resume to [jobs@communityadvocates.net](mailto:jobs@communityadvocates.net) with "PPI Manager" in the subject line by March 31, 2021.