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JOB DESCRIPTION

Southeastern Diabetes Faith Initiative (SDFI) PROGRAM DIRECTOR

Hours: Full time, Monday thru Friday with evening and weekend activities, when necessary. Frequent travel (approximately 50%) within the United States. Primary work hours to be conducted at The Balm In Gilead, Inc. Richmond Headquarters located at **620 Moorefield Park Drive, Suite 150, Richmond, Virginia 23236**

The Balm In Gilead is hiring a full-time Program Director for its Southeastern Diabetes Faith Initiative, a five-state faith-based project designed to expand access and utilization of diabetes Prevention Programing. This project, a multi-faceted initiative, will create a sustainable infrastructure within faith-based organizations to effectively deliver diabetes education to designated populations within geographic areas in Virginia, North Carolina, South Carolina, Georgia and Alabama.

Celebrating 28 years of service, The Balm In Gilead works to prevent diseases and improve the health status of individuals by providing support to faith and other institutions in areas of program design, implementation and evaluation, all of which strengthen their capacity to deliver programs and services that contribute to the elimination of health disparities.

Position Roles and Responsibilities

Under the supervision and guidance of both CEO and Deputy Director, this position will be responsible for providing leadership and guidance to support all activities of The Southeastern Diabetes Faith Initiative (SDFI) in all five states. Understanding this is a new initiative, the following list of tasks are not inclusive of what may be required throughout the development and implementation of this project. Thus, responsibilities include:

1. Serve as the program lead in developing and implementing strategic, policy, and mobilization strategies for the SDFI within all five states
2. Ensures program funder(s) requirements for planning, implementation, and evaluation are met.
3. Work with CEO and Deputy Director to develop work plans for working both short and long-term sustainability of program
4. Manage all aspects and serves as a point of contact with the funder project officers, participating in all required trainings, meetings, and conference calls

5. Provide in-depth leadership and guidance on program design, development, implementation, and evaluation for the program within all states.
6. Provide leadership in staffing for the project as well as supervisory and administrative management, which includes project State Managers and faith-based site program staff.
7. Work to develop and implement a sustainable infrastructure at the faith-based community level to include identifying and ensuring delivery of all required and recommended training and capacity building activities within each of the 5 states.
8. Oversee timeline for SDFI Program implementation, ensuring that milestones are met for development and submission of plans for launching of the program in multiple states, marketing and communications strategies, and overall program sustainability beyond approved funding schedule.
9. Work closely with Deputy Director to oversee SDFI contracting process with faith-based program sites, developing scope of service agreements.
10. Maintain auditing and monitoring of all sites, ensuring that programs are following procedures, collecting required data, and applying for required protocols and standards
11. Oversee training of site staff, master trainers, and lifestyle coaches throughout project within all 5 states.
12. In conjunction with The Balm Executive Leadership Team work to implement a data collection system, which will be utilized in order to collect and submit participant data according to program standards.
13. Ensure development and compliance with all program reports to be shared both internally with program leadership, and externally with funder, partners and other stakeholders.
14. Exemplify expertise and leadership on diabetes prevention and prediabetes in all areas of management and program design and implementation.
15. Support the fiscal and budget activities as directed by the Fiscal Director.
16. Work with State and Local Health Departments, health care provider groups, other healthcare agencies to ensure the networking and promotion of the SDFI program and service offerings within all five states.

Knowledge & Skills

- Demonstrated capability to plan and direct multiple aspects of a large, multi-state project is critical.
- Must have a full working knowledge, understanding, and respect of the diverse faith community.
- Must have a full working knowledge, understanding and respect for government agencies and funding.
- Must have a full working knowledge, understanding for diabetes and prediabetes prevention and treatment
- Must have proven ability to work effectively with a variety of staff and provider agencies
- Must be analytical and an effective problem solver; able to define and implement technological solutions as appropriate.
- Must have excellent communication skills required (written, verbal and interpersonal); Effective presentation skills, with prior experience presenting to large group audiences
- Must be detail-oriented, with ability to establish timelines and meet rigorous deadlines.
- Must be computer proficiency in Word, Excel, Power Point, and data collection systems
- Must have the ability to engage a range of partners and stakeholders to actively support program for optimum success.

Qualifications

Required:

- Bachelor's degree in healthcare, public health administration, nursing, public health, or other health related field; Masters and/or advanced degree in healthcare preferred
- 8-10 years of documented work experience in the field of health policy research, development, and advocacy or public health administration.
- Certified Diabetes Educator or Certified/Master Certified Health Education Specialist is a plus
- Demonstration of proven experience in managing multi-state, multi-faceted health programs
- Experience working with underserved communities regarding chronic health conditions, health behavioral outcomes, increasing access and utilization of available health services
- Strong working knowledge of the Medicare/Medicaid payment system, policies, and guidelines to include billing and reimbursement protocols
- Excellent oral and written communication skills
- Strong organizational and relational skills
- Self-guided with attention to detail
- Ability to work collaboratively and respectfully with others
- Proficiency in MS office, to include Publisher and Access
- Willing to relocate to Richmond, VA or nearby location to accommodate reasonable commute to work daily.

Preferred

- Program planning and management experience
- Background in public health, health education, and advocacy
- Experience working with faith communities and/or nonprofit organizations
- Advanced degree in education, healthcare administration, public health, religion, theology or a related field
- Experience in working with faith community, grassroots community engagement, and other organizations at the local, state, and federal levels of government.

HOW TO APPLY

To apply please submit resume/CV and cover letter to programs@balmingilead.org no later than 5 p.m. on November 10, 2017. Please note: **Balm In Gilead SDFI Program Manager** in the subject line.

For more information about The Balm In Gilead, please visit www.balmingilead.org.