

Michigan Fitness Foundation Position Description

The Project Manager (PM) will work collaboratively with professional staff at the Michigan Fitness Foundation, engaging in activities across the state in two primary roles. The PM will lead a statewide pedestrian safety education campaign working with diverse local teams and a large public audience. In addition, the PM will oversee the campaign's project contractors. In the second role, the PM will support mission-aligned grant programs as assigned. Grant compliance oversight will be an important function of this position in both roles. The work of the Project Manager will have an emphasis on community engagement, public health, communications, and evaluation. Candidates with diverse educational backgrounds and experiences are encouraged to apply.

POSITION: Project Manager – Pedestrian Education focus

FTE: 1.0 FTE

EDUCATION: Degree in public health, education, nutrition, communications, or nonprofit management.

SALARY: Commensurate with education and experience

DESCRIPTION: Develop and implement projects that advance food systems, nutrition, physical activity, and policy, systems, and environmental change models and programming. Build local capacity for community-based programming. Manage a multi-project portfolio.

ESSENTIAL FUNCTIONS:

- Provide project management using strategic and innovative approaches to operationalize multiple projects simultaneously.
- Collaborate with partner organizations to build relationships and empower and equip them to implement evidence-based programming that meets local needs and context.
- Engage in needs assessments, development, implementation, and evaluation of projects related to public health topics for varying audiences.
- Independently and as part of a team, conduct and participate in relationship-building, compliance oversight, programming and training evaluation, and communication of outcomes.
- Provide high-quality customer service; articulate, simplify, and communicate complex information to audiences with differing levels of expertise.
- Support planning, content development, and implementation of interactive trainings for internal projects, external customers, and subcontractors.
- Assist with resource updates and refining internal resource processes.
- Participate in reporting, publication development, grant writing, and other projects, as assigned.
- Travel independently in-state and out-of-state, on weekdays and weekends.

JOB REQUIREMENTS AND QUALIFICATIONS:

- Project management skills related to development, compliance monitoring, and evaluation of projects.
- Subject matter expertise in nutrition, food systems, physical activity, and/or community engagement.
- Exhibit professional and collaborative leadership and communication skills with internal and external partners.
- Advanced degree preferred. Three or more years of experience in project management with increasing level of responsibilities, preferably in the public health realm.
- Familiarity with data analysis, basic principles of evaluation, and peer-review publication processes.
- Skilled in taking initiative, assessing requirements, identifying plans, and leading plan implementation from start to finish.
- High level of energy, ability to multi-task, and capable of working in a fast-paced, often-changing environment, often under tight deadlines.
- Ability to work with teams in a matrix-based organization.

OTHER INFORMATION:

- Must be able to:
 - Frequently remain in a stationary position as well as move about in the course of general duties.

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- Operate a computer and other standard office machines, and constantly communicate with trainees, internal staff, external partners and customers.
- Must have a valid driver's license and proof of current, valid auto insurance coverage.

APPLICATION DEADLINE: November 8, 2019, or until a suitable candidate is identified.

Please send a cover letter, resume, and writing sample:

- By email: kalexander@michiganfitness.org. Please use subject line: MFF Project Manager Position.

The Michigan Fitness Foundation is an at-will employer. The above position description describes the position currently available and is not intended to be an employment contract. The Michigan Fitness Foundation reserves the right to modify the duties or position description at any time. This position is considered to be exempt according to the Fair Labor Standards Act.

SLP/SRT/MKS/KA 10.16.19