



POSITION DESCRIPTION

TITLE:	Project Manager: Grants
FTE:	1.0 FTE
EDUCATION:	Degree in public health, education, nutrition, kinesiology, or community development.
PAY RATE:	\$55,000 to \$65,000 and commensurate with education and experience.
DESCRIPTION:	Support organizations delivering locally-relevant, community-based programming. Develop and implement projects that advance food systems, nutrition, physical activity, and community change models and programming. Manage a multi-project portfolio.

ESSENTIAL FUNCTIONS:

- Build and enhance relationships with partner organizations to support their local delivery of evidence-based programming that meets community needs and context.
- Use coaching approaches to provide high-quality customized customer service; articulate, simplify, and communicate complex information to audiences with differing levels of expertise.
- Provide project management using strategic and innovative approaches to operationalize multiple projects simultaneously, including content-based projects and a local partner portfolio.
- Independently and as part of a team, conduct and participate in compliance oversight, programming and training evaluation, and communication of outcomes.
- Engage in needs assessments, development, implementation, and evaluation of projects related to public health topics for varying audiences.
- Support planning, content development, and implementation of interactive trainings for internal projects, external customers, and subcontractors.
- Assist with resource updates and refining internal processes.
- Participate in reporting, publication development, proposal writing, and technical assistance, as assigned.
- Travel independently in-state and out-of-state, on weekdays and weekends.



JOB REQUIREMENTS AND QUALIFICATIONS:

- Exhibit professional and collaborative leadership and communication skills with internal and external partners.
- Subject matter expertise in nutrition, food systems, physical activity, and/or community engagement; experience applying health equity approaches to public health programming.
- Project management skills related to development, compliance monitoring, and evaluation of projects.
- Skilled in taking the initiative, assessing requirements, identifying plans, and leading plan implementation from start to finish.
- Advanced degree preferred. Three or more years of experience in project management with increasing level of responsibilities in the public health realm.
- Understand basic principles of evaluation, data collection, and reporting.
- 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.
 - 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:

August 14, 2021, or until a suitable candidate is identified. Please send a cover letter, resume, and writing sample by email to Pam Bartig: pbartig@michiganfitness.org. Use subject line: MFF Project Manager Position: Grants

The Michigan Fitness Foundation is an at-will employer. The above position 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.