# Program Manager - Maternal/Infant Health Job Description

**Application Deadline**  
September 7, 2021 (Application review starts immediately and interviews will be conducted on a rolling basis until the position is filled)

**Target start date**  
September 2021

**Salary**  
$60,000 - $70,000

**Benefits**  
Medical, dental & vision coverage, and a 403(b) plan with employer match. California Black Women's Health Project (CABWHP) employees are eligible for generous paid vacation, sick time, 10 paid holidays per year and a flexible work environment. In addition, CABWHP offers an array of intangible benefits such as a highly collaborative environment, mental health days, family-friendly environment, schedule flexibility, professional development and leadership training opportunities.

**Hours**  
Full-time/Exempt. Flexible work environment and occasional evening and weekend hours may be required to fulfill the duties of this position.

**Location**  
Currently remote but the position is based in Inglewood, California. Some travel may be required for all-staff retreats.

## Organization Profile:

Founded in 1994, California Black Women’s Health Project is the only statewide, non-profit organization solely committed to improving the health of California’s 1.2 million Black women and girls through advocacy, education, outreach and policy. We focus on empowering Black women to take personal responsibility for our own health and to advocate for changes in policies that negatively affect Black women's health status.

We are unapologetic about advocating on the premise of intrinsic value in the history and heritage of Black women, employing culturally competent interventions that are relevant, appropriate and effective. When recruiting new team members to join CABWHP, our ideal candidates are passionate about Black women, our health and wellness, and our families and communities. To learn more about CABWHP’s meaningful work: visit [our website](#), the [Black Birth Worker’s Business Toolkit](#), and our [Mental Health Toolkit](#).
Position Summary:

Working under the supervision of the CEO, the Program Manager - Maternal/Infant Health will be responsible for overseeing the strategic direction of CABWHP’s maternal/infant health initiative. The Program Manager will ensure all organizational activities - both policy/advocacy and program - related to maternal/infant health are meeting or exceeding key performance indicators and funder requirements.

We are seeking a candidate who is both visionary and pragmatic, a thinker and a doer, an independent self-starter and a highly collaborative team player, and someone who is comfortable leading and following. We seek a Program Manager - Maternal/Infant Health who is both a horizontal (community-centered) and vertical (system-informed) social justice advocate, and who is skilled in planning and execution.

The Program Manager - Maternal/Infant Health will be a key external face of CABWHP in the community statewide. They must exhibit leadership, knowledge and understanding as it relates to the field of maternal/infant health and wellness from a Black women centered lens. Qualified
candidates must be highly motivated, capable of self-direction, amenable to shared leadership and able to work collaboratively in a teamwork capacity. Candidates must be tech savvy and detail-oriented with a passion for data. Finally, candidates must exhibit a keen sense of responsibility and enjoy working in a growing and dynamic environment with multiple demands and shifting priorities.

**Position Responsibilities:**

**Program Management (50%)**
- Develop and implement strategies that maximize the impact of CABWHP’s maternal/infant health program areas, leveraging resources including funding, staff and consulting time, and volunteer support.
- Be responsible for the smooth, ongoing operation of all CABWHP maternal/infant health programs and policy/advocacy projects.
- Plan and attend all staff and maternal/infant health program planning meetings, prepare appropriate agendas and support materials.
- Attend statewide workshops, community events and conferences to maintain current knowledge of CABWHP maternal/infant health activities, locally and statewide, as directed by the CEO.
- Be proactive and exercise initiative in identifying, tracking, and removing impediments to program success. Approach risk identification and mitigation accordingly, including establishing contingency plans and initiating corrective action.
- Assist with the evaluation of work and the measurement of success and impact of CABWHP’s maternal/infant health program activities.
- Manage the maternal/infant health program budget process and coordinate with the CEO and other internal and external stakeholders to ensure program resources are applied efficiently and effectively.

**Partner Management/Development (35%)**
- Cultivate new - and manage existing - relationships with CABWHP partners, donors, funders, consultants, and advisors with the goal of ensuring sufficient engagement and resources, and support for maternal/infant health programs and activities.
- Ensure compliance with maternal/infant health program guidelines, fiscal requirements, and funder/grant deliverables and policies.

**Staff Management (15%)**
- Manage a team of part-time and temporary staff and volunteers.
- Assist in recruiting, training, and retaining qualified and diverse program support as facilitators, advisors, consultants, mentors, etc.
- Work with the CEO to provide staff development opportunities and continued training for
program staff and volunteers.
- Foster a healthy and high performing work culture.

**Candidate Requirements:**
- MPH degree preferred, or BA degree and 4+ years relevant experience required.
- Comfortable exercising judgment and using analytical skills in ambiguous situations.
- Strong project management, multitasking, and decision-making skills.
- Excellent written and verbal communication skills.
- Detail-oriented combined with the ability to see the big picture.
- Above average organizational, interpersonal & communication skills.
- Skilled in negotiating and problem-solving with both internal & external stakeholders.
- Self-starter who is capable of working independently with minimal supervision.
- Must be knowledgeable about the maternal/infant health landscape for Black women in America.

**Application Instructions:**

To apply for this position, please submit a cover letter, writing sample and resume to wellwoman@cabwhp.org with the subject line “First Name, Last Name, Position Title”. Applications are due September 7, 2021. Application review starts immediately and interviews will be conducted on a rolling basis until the position is filled. CABWHP is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.