Immediate Opening

Public Health Policy & Programs Program Manager – Maternal Health

The National Indian Health Board (NIHB), a national nonprofit dedicated to American Indian and Alaska Native health representing the 574+ federally recognized Tribes nationwide, has an immediate opening for a full-time Program Manager focused on Tribal maternal health in our Public Health Policy & Programs (PHPP) department. This position is based in Washington, D.C.

Position Summary
The Program Manager is responsible for managing, implementing, and promoting project activities; identifying and responding to partner needs; and assessing policies and programs. The Program Manager is considered a senior content expert. This position may supervise the work of Project Coordinators, Project Associates, and administrative support staff.

The Program Manager typically reports to a Deputy Director or Director. Work at this level requires substantial knowledge in the designated area, with both the conceptual understanding and sufficient professional experience to work on complex assignments with minimal supervision. Program Managers require proven analytical, research, and project management capabilities, as well as the ability to work on projects of a highly confidential and sensitive nature and interface with the highest level of internal and external stakeholders.

Program Specific Information
This position is embedded within NIHB’s Public Health Policy & Programs (PHPP) team. The Program Manager will build upon NIHB’s Tribal maternal health work by providing subject matter expertise and capacity-building support across projects, while managing projects, budgets, and staff/teams at the project level. The ideal candidate will have expertise in and be a passionate advocate of maternal health promotion and mortality prevention and will think creatively and boldly about how to drive systems change. The Program Manager will be well versed in coalition and partnership development, have a firm understanding of public health, and have strong presentation, writing, and facilitation skills. Ideal candidates will have experience managing projects, budgets, and people (staff/teams), as well as supporting internal coalition building. They will report to the PHPP Director and support project activities and objectives; communicate with and support collaborations across teams to support a culture of maternal health promotion and mortality prevention within NIHB by providing subject matter expertise and technical support on Tribal maternal health-related efforts.
They will work with NIHB’s staff and Tribal public health departments, national partners, and funders to build local capacity and leverage opportunities that address barriers to Tribal maternal health through institutional and policy change, programmatic operations and protocols, community outreach and engagement, and data and research. They will be responsible for coordinating and providing oversight to project activities and objectives; communicating with Tribal public health departments, federal agencies, and other partners as assigned and as related to project goals; and providing subject matter expertise and technical support on Tribal maternal health-related projects.

Competencies and Expectations

- **Mission Focus** - Dedicated to meeting the expectations and requirements necessary to fulfill the NIHB’s mission, vision, and strategic plan; Gets first-hand information and uses it for improvements in products and services; Acts with the mission in mind; Establishes and maintains effective relationships with others and gains their trust and respect; Displays respect and knowledge of Tribal sovereignty and the diversity of Tribal nations.

- **Integrity & Trust** - Widely trusted; Seen as a direct, truthful individual; Presents the unvarnished truth in an appropriate and helpful manner; Keeps confidences; Admits mistakes; Doesn't misrepresent him/herself for personal gain.

- **Interpersonal Relationships** - Can quickly find common ground and solve problems for the good of the organization; Can represent his/her own position-specific interests and yet be fair to other groups; Can solve problems with peers with minimal disruption; Is seen as a team player and is cooperative; Easily gains trust and support of peers; Encourages collaboration; Can be candid with peers while still being respectful; Approaches the work with political and cultural acumen around American Indians and Alaska Natives.

- **Communicates Effectively** - Is effective in a variety of communication settings: one-on-one, small and large groups, or among diverse styles and position levels; Practices active listening; Adjusts to fit the audience and the message; Provides timely and helpful information to others across the organization; Encourages the open expression of diverse ideas and opinions; Proactively engages during meetings, events, and other forums.

- **Action Oriented** - Consistently works hard and strives for efficiency and accuracy; Takes on new challenges; Is quick to take initiative and sees tasks through to completion; Seizes opportunities as they present themselves.

- **Priority Setting** - Spends his/her time and the time of others on what's important; Approaches assignments in order of importance and in consideration of pending deadlines; Can quickly identify what will help or hinder achieving a desired outcome, and alters strategies accordingly; Works to eliminate roadblocks.

- **Functional/Technical Skills** - Demonstrates the functional and technical knowledge and skills (e.g. writing, financial, systems, etc.) necessary to successfully fulfill position responsibilities at a high level of accomplishment; Demonstrates a high level of proficiency in the necessary common and technical knowledge areas required for the position.
Position-Specific Duties

- Contributes to efficient and effective project monitoring and operations, including development of internal systems and processes, organization of meeting agendas and notes, and management of vendor and consultant contracts and invoices.
- Uses skills, experiences, and content knowledge to develop, plan, implement, monitor, evaluate, and promote programmatic work and ensures completion of program deliverables.
- Supervises or oversees programmatic staff supporting the completion of program deliverables, as needed.
- Supports the development of programmatic reports by developing content, analyzing data, and synthesizing project activities.
- Contributes to long-term project and strategic planning.
- Supports the identification of and application for additional funding to support designated area of work.
- Prepares, manages, and monitors assigned budgets.
- Prepares periodic grant and project reports for funders and the Board of Directors.
- Maintains situational awareness of research, policies, and practices relevant to designated area of work.
- Collaborates with other staff, Tribal public health departments, and external partners in developing internal and external publications, including peer-reviewed journal articles, educational materials and other public health tools, project summaries, and research briefs.
- Develops presentations, scientific posters, and exhibits to share and promote project findings at professional and public meetings and conferences.
- Provides technical and capacity building assistance to Tribal public health departments and other partners and stakeholders at the local, state, national, and federal levels.
- Facilitates development of policy statements and organizational responses to federal actions.
- Serves as a liaison to Tribal public health departments and federal partners and communicates regularly with these groups regarding funding opportunities, conferences and trainings, and other information related to their designated area of work.
- Collaborates with NIHB staff in the preparation and execution of the annual Tribal health conference.
- Represents NIHB at external meetings and conferences related to their designated area of work.
- Assists the PHPP Deputy Director, PHPP Director, senior management team, and other departments in other matters as assigned.
Program-Specific Duties

- Provides Tribal maternal health promotion and mortality prevention subject matter expertise and project management to inform and support the development and implementation of projects, tools, and resources to advance Tribal maternal health promotion and mortality prevention. Example current projects include but are not limited to: maternal mortality prevention institute planning and implementation, development of topical education and outreach campaign, policy analysis white paper, and facilitation of bi-monthly learning collaborative meetings.

Education/Knowledge/Skills/Abilities

- Bachelor's degree in relevant professional field with a minimum of 5-7 years relevant work experience working with Tribes or Tribal organizations; or a Master’s degree in relevant professional field with a minimum of 3-4 years relevant work experience working with Tribes or Tribal organizations; or equivalent combination of education and experience working with Tribes or Tribal organizations, including a relevant certification. Master’s degree or certification in a relevant field preferred.

Knowledge and Experience

Required

- Knowledge of a broad range of public health issues and policies at the local, state, and/or federal level related to Tribal health.
- Knowledge of the principles of program planning and an understanding of program evaluation.
- Knowledge of project and budget management practices.

Desired

- Experience supporting teams and supervising staff.
- Experience developing and delivering trainings on maternal health promotion and mortality prevention.
- Knowledge of a range of public health issues and policies at the local, state, and/or federal level.
- Experience working in or with government or community-based settings.
- Familiarity with developing web or e-learning content.
- Experience with data collection and translating data into understandable information.
- Familiarity and experience with the principles and practices of coalition building and developing community partnerships.

Skills

- Sensitivity to varied interests of many stakeholders, partners, advocates, elected officials, and colleagues.
- Excellent research and writing skills, including the ability to synthesize large amounts of information into succinct summaries and reports.
• Strong group facilitation skills.
• Strong communication skills (verbal and written).
• Proficiency in MS Office Suite (Word, PowerPoint, and Excel).
• Strong organizational and analytical skills.

Abilities
• Ability to work with autonomy in a fast-paced, high productivity environment.
• Ability to read and interpret documents such as reports, policy statements, and other relevant literature.
• Ability to write routine reports and correspondence.
• Ability to speak effectively before groups of partner organizations, members, and/or other colleagues within NIHB.
• Ability to write routine reports and correspondence.
• Ability to provide information with consideration of mental, emotional, cultural, social and physical factors.

Important Information
• NIHB offers teleworking opportunities, with staff required to work within our DC office at least three days per week based upon position responsibilities.
• The selected candidate must be a resident of the Washington, DC – Maryland – Virginia (DMV) area within 30 calendar days of their start date.
• This position is expected to travel up to 15% of the time on average annually.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• Frequently required to sit.
• Frequently required to talk or hear.
• Occasionally required to walk.
• Occasionally required to reach with hands and arms.
• Occasionally required to bend, lift, and climb stairs.
• Occasionally required to lift light weights (less than 25 pounds).

Work Environment
The noise level in the work environment usually is moderate.

Job Classification
• Full-time Exempt
**Salary Range**  
$80,000 to $90,000 per year based on qualifications

**Selection Process**  
**Mandatory Vaccination Policy:** As a Public Health organization, NIHB follows CDC guidelines and advisories relating to the health of all. NIHB has adopted a mandatory vaccination policy applicable to all NIHB employees to safeguard the health of our employees from the hazard of COVID-19.

Qualified candidates are invited to send your cover letter, resume, and one writing sample to [jobs@nihb.org](mailto:jobs@nihb.org). Cover letter must be specific to the position, and address why you would be a good fit for NIHB and the amazing work we do. Email subject line should include your name and the position for which you are applying.

Applications are reviewed on a rolling basis until a qualified candidate is selected.

NIHB offers an excellent benefits package, including but not limited to:

- Medical, dental, and vision coverage with premiums fully paid by NIHB for staff and their family.
- 401(k) plan with 10% company match.
- Annual leave and sick leave.
- Federal holidays.

NIHB is an equal opportunity employer and does not discriminate on the basis of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as a parent, membership or non-membership in an employee organization, veteran status, or any other non-merit factor.