

JOB DESCRIPTION



Job Title:	Project Director
Reports To:	Chief Executive Officer
Status:	Full-Time, Exempt, Grant Funded
Salary:	DOE, Plus Benefits

Fresno Building Healthy Communities does not discriminate on the basis of race, color, religion, origin, gender, national origin, age, marital status, military service, disability or sexual orientation. Reasonable accommodations provided upon request. All applicants tentatively selected for this position will be required to pass a background screening and submit to any required tests to screen for illegal drug and alcohol use prior to employment.

ORGANIZATION BACKGROUND

Fresno Building Healthy Communities (Fresno BHC) works with community leaders, non-profit and faith-based organizations, and policymakers to foster and encourage thriving communities where all children and families can live healthy, safe and productive lives.

Fresno BHC's work is grounded in the underlying belief that social, environmental, political, and economic factors together have an impact on the health and wellbeing of individuals and community as a whole. Fresno BHC works to continually engage a diverse constituency across the Central Valley around issues related to education, health, land-use, youth leadership, civic engagement, and community development, with special focus on residents living in central, southeast, and southwest Fresno.

Representing more than 97,000 south Fresno residents, Fresno BHC is building a movement to change policies and systems in order to create *one healthy Fresno* for everyone.

POSITION DESCRIPTION

Under the general supervision of the Chief Executive Officer, the Project Director is responsible for the oversight and execution of Fresno BHC's programmatic operations, including coordination and management of the Fresno BHC Collaborative, developing a cohesive and talented project team, and developing organizational capacity to advance the mission of the organization. The Project Director is a member of the senior management team and coordinates with project partners, contractors, key stakeholders and community residents. This position is grant funded.

RESPONSIBILITIES

1. Provide effective and inspiring leadership across functional areas; provide leadership in goal setting, problem solving, resource management, and outcome achievement;
2. Ensure program integration and effectiveness;
3. Build organizational and staff capacity, develop systems and processes to increase accountability and efficiencies; supervise, coach and mentor assigned project partners, staff/volunteers;
4. Identify and manage project resources and prepare project activities, budgets and timelines, track project milestones and deliverables using appropriate tools;
5. Coordinate and facilitate the work of the Fresno BHC collaborative; develop and maintain alliances with community-based organizations, government agencies, residents, and other stakeholders; maintain regular communication channels and disseminate timely information;
6. Write briefs on particular initiatives/issues for educational, promotional, and public policy positions and strategies;
7. Identify and implement strategies to engage members of the public in advocacy efforts;
8. Work with contractors to ensure the efficient and effective coordination of project activities;
9. Develop and deliver progress reports, proposals, required documentation, and presentations to the CEO, funders, and Board as directed;
10. Proactively evaluate potential problem areas and initiate action to limit negative outcomes; use negotiation skills consistently to resolve disputes without the need for escalation;
11. Facilitate small to large group meetings and effectively present and interact with partners, residents, and the general public;

12. Participate in assigned local, regional and statewide activities; travel as needed;
13. Maintain flexible hours as frequent meetings and project activities occur outside normal office hours, on weekends, and in various locations;
14. Other duties as assigned.

REQUIREMENTS

The Project Director must be a mature individual who possesses excellent interpersonal and organizational skills. S/he must be comfortable working independently and as part of team, be detail oriented, highly efficient and able to lead several projects at once. S/he must have a commitment to the advancement of community and population-based health solutions along with a passion for innovative and unconventional work. The Project Director must have a high level of adaptability and out-of-the box thinking, and be comfortable re-designing workflow processes based on emerging results. S/he must be able to meet the responsibilities of the position, deadlines on a regular basis and meet high-quality standards on all project activities and materials.

S/he must be a graduate from an accredited college or university with a bachelor's degree in a related field and have at least five years' experience working as part of a management team and demonstrated ability to successfully implement community-based initiatives/programs.

Must possess a valid California Driver's License and verifiable automobile insurance and have the use of a reasonably reliable automobile for use on the job, ability to pass background checks including drug testing and LiveScan fingerprinting, and must be able to occasionally lift up to 50 pounds.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Deep interest in and commitment to the vision, mission, and work of Fresno BHC;
2. Must be flexible and adaptable; creative thinker and problem solver who is also open to the insight of others;
3. Strong knowledge of community resources in the Central Valley and awareness of socio-cultural characteristics of population served by Fresno BHC;
4. Display a high degree of initiative, integrity, loyalty, accountability, creativity, and good judgment; excellence in professionalism with the ability to maintain strict confidentiality;
5. Demonstrate a clear understanding of social impact change and social determinants of health;
6. Ability to develop and maintain effective working relationships with co-workers, partners, and people from diverse backgrounds and communities;
7. Excellent organization and attention to detail; ability to prepare timely, proper, clear and concise comprehensive reports, summaries, abstracts, correspondence and other documentation;
8. Ability to balance leadership and management roles within a growing organization;
9. Ability to manage multiple projects simultaneously and within budget; understand and analyze financial statements and projections;
10. Ability to identify, evaluate, problem solve, think critically and give direction;
11. Strong at presenting a position and persuading others of its benefit;
12. Ability to understand and carry out oral and written instructions;
13. Strong listening, interpersonal, networking, and customer service skills; ability to communicate effectively, clearly and concisely both orally and in writing;
14. Knowledge of general office practices, procedures, and terminology;
15. Familiarity with and ability to operate modern office equipment including computer hardware, software, copy machines, scanners, multi-line phone systems, internet and web-based applications; proficiency in Microsoft Office, Adobe, MailChimp, and WordPress products;
16. Ability to speak, read, and write a second language is highly preferred.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands and fingers. The employee frequently is required to climb two or more flights of stairs, stand, walk, sit, reach with hands and arms, kneel, talk, and hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The position typically works indoors in an air-conditioned office, with a mixture of natural, incandescent and florescent light. Typical noise levels are muted by acoustic ceilings, carpets, and sound-deadening wall panels. Frequently, the position is called upon to work outside of the office at a public meeting or event. Some of these occur indoors; while others occur outside with exposure to weather and temperature extremes and moderate noise levels. This position requires travel and the ability to interact with others in both small and large group settings. At times, this position may include periods of extended physical activity, such as walking/standing at community events and/or moving and setting up equipment. The employee is frequently required to meet multiple demands from several people.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements, which may change from time to time based on business needs. When appropriate, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the job, so long as those accommodations do not create an undue hardship for the company. However, regular attendance and promptness are considered part of each employee's essential job functions.