

Strategic Programs Manager

JOB SUMMARY

The Strategic Programs Manager will report to the Executive Director of Canyon Ranch Institute (CRI). [Will transition to reporting to dual reporting structure: Executive Director and Partnerships and Policies Director (for Partnership-related activities) when that position is filled.] He or she will work with the CRI Executive Director and all levels of staff and partners, including the CRI Board of Directors; CRI President; CRI Advisory Council; CRI Kitchen Cabinet; and a strategic team of CRI staff, consultants, and our partners to connect and communicate best practice, culturally competent, non-profit public health and wellness programs with the unique mission and objectives of CRI, a 501(c)3 non-profit organization. (Mission and Objectives at: <http://www.canyonranchinstitute.org/contents.aspx?cat=about-mission>)

Through this inclusive, team-oriented process, the Strategic Program Manager will assist in implementing, managing, and evaluating CRI partnerships and programs aimed at measurably improving the health and well-being of underserved communities in the United States and worldwide.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF PROGRAM MANAGER

- Assists in implementing, managing, and evaluating programs and partnerships for CRI.
- Reviews partnership and program proposals and conducts appropriate reviews to determine suitability for CRI implementation.
- Works closely with partners to ensure culturally competent, integrated, and successful execution of agreed-upon projects.
- Prepares and manages partnership and program budgets.
- Develops and maintains computer and other database and record-keeping programs to measure and evaluate partnerships and CRI overall to comply with applicable laws, ensure that necessary information is available from partners in a timely fashion, and that evaluations are completed and disseminated on schedule in a manner that is useful to all stakeholders .
- Works with CRI communications team to ensure that partnership and program information is appropriately developed and disseminated.
- Develops and maintains relationships with external stakeholders, thought leaders, and peer organizations and individuals in order to enhance CRI's achievement of its objectives.

ADDITIONAL DUTIES OF STRATEGIC PROGRAMS MANAGER

- Designs, implements, directs, and evaluates the CRI Fellowship Program.
- Supervises the CRI Executive Administrative Assistant.
- Manages functions related to the CRI Board of Directors, CRI Advisory Council, and CRI Kitchen Cabinet to optimize interactions with CRI President and CRI Executive Director, including overseeing and organizing meetings, briefing materials, and follow-on communications.
- Contributes to the evaluation and review of partnership and program proposals to determine suitability for CRI implementation.

- Assists in preparing CRI leadership for media interviews and internal and external appearances, which includes the knowledge of supporting data, preparation of key messages, developing talking points, and other background activities.
- Assists in the development of and prepares written communications materials, including but not limited to press releases, op-eds, talking points, speeches, and other collateral materials.
- Anticipates and identifies issues for presentation to CRI Executive Director.

REQUIREMENTS

• **Education**

Bachelor’s degree in Public Health, Communications, Journalism, Business, Social Work, or a related field is required. Master’s degree is highly desirable. (Proof of degree is required.)

• **Certification / License**

N/A

• **Experience**

At least five years management experience in a health or wellness-related organization with responsibilities in strategic planning, project management (preparation, implementation and evaluation), and communications. Experience with non-profit organizations is a significant plus.

• **Knowledge, Skills, and Abilities**

- Analytical ability and strategic, tactical thinking.
- Proven success in planning, implementing, and evaluating projects and action plans.
- Ability to prioritize and process multiple complex projects and deadlines with attention to detail and organization.
- Responsive to input from others and able to promote a climate of understanding, respect and collaboration.
- Ability to exercise initiative, discretion and judgment in decision-making.
- Knowledge of and sensitivity to multi-cultural and diversity issues.
- Ability to creatively approach challenges and projects.
- Strong interpersonal skills and ability to work effectively in team environments.
- Excellent oral, written, and presentation skills.
- Highly self-motivated, organized, and capable of working efficiently without daily management or supervision.
- A commitment to improving the health and well-being of all people worldwide, particularly underserved communities and populations.

WORKING CONDITIONS

Requirements/ Activities	Sometimes 0-29%	Frequently 30-50%	Constantly >60%	Not Applicable
Bending/Pushing/Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Climbing Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Climbing Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Collating/Filing	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Color Recognition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

DISCLAIMER: The above statements are intended to describe the general nature and level of work to be performed by individuals assigned to this job. The statements are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.

Posted June 11, 2008

Dialing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 25lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/Carrying 50lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/Carrying 75lbs.or>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manual Dexterity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stretching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sustained Mental Application	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sustained Visual Application	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Threading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Using a Keyboard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

INSTRUCTIONS FOR APPLYING

Please send résumé via email to: CRI@canyonranchinstitute.org

Deadline for applications is July 14, 2008.

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