



PROGRAM MANAGER
POSITION DESCRIPTION
Full-time

Recover Alaska is an initiative aimed at reducing the excessive consumption of alcohol and addressing related harms across the state. This requires individual, social and systemic change throughout Alaska’s communities; Recover accomplishes this work through making systems, policy, and practice changes that will lead to long-term improvements. Funders include the Alaska Mental Health Trust Authority, Mat-Su Health Foundation, Rasmuson Foundation, State of Alaska-Department of Health and Social Services, Southcentral Foundation, and Providence Health and Services. Find more information at www.recoveralaska.org.

FLSA Classification: Exempt

Location: Anchorage, Alaska

Supervisor: Executive Director

Wage Range: Starting at \$29.00 per hour, depending on experience

POSITION SUMMARY: The Program Manager (PM) oversees a wide range of initiative projects, communication systems, budget management and administrative functions. The PM must be able to create and implement solutions within an entrepreneurial work environment. The PM must be able to work effectively with, and provide support for, the executive director, partners, committee members, volunteers, and others. This position requires professional flexibility in managing and administering a variety of projects, superb organizational skills, and energy devoted to tackling the most commonly identified health problem in our state.

DUTIES AND RESPONSIBILITIES:

- Oversight of key projects including, but not limited to: Positive social norms campaign identification and management, prevention and education programming, and/or polling and research-based projects. This includes working with partners and experts in the field to determine best practices, and effective administration to various audiences.
- Create RFPs, hire and manage contractors/vendors, manage communications and outreach, plan events, coordinate focus groups, assist with creation of project evaluation plans, manage data and reports for grant and project purposes, and perform other project management duties.
- Develop and maintain relationships with key stakeholders including, but not limited to, funders, Recover Alaska partners, community members, and vendors.

- Manage grants in a manner that ensures fiscal integrity is maintained and all reporting requirements are met in a timely manner and consistent with the guidelines for those grants.
- Ensure that the Recover Alaska website is maintained, functional, and relevant.
- Effectively perform management and administrative tasks including, but not limited to, providing support services for committee meetings, preparing reports and materials, and assisting with logistics for Recover Alaska functions.

REQUISITE QUALIFICATIONS

- Ability to support and promote Recover Alaska’s mission, vision and values.
- Effective interpersonal skills with diverse individuals and cultural groups.
- Ability to effectively establish and manage priorities in the workplace.
- Highly effective written and verbal communication skills.
- Experience bringing individuals and groups together in order to achieve a common goal.
- Proficient in office skills including, but not limited to Microsoft Office, Adobe Acrobat and social media platforms.
- Maintain strict confidentiality of all organizational and client information.
- Ability to provide effective support for individuals and groups within the organization.
- Bachelor’s degree in a related field, such as business, communications, health care, or equivalent documented experience; background in behavioral health preferred.
- Current Alaska State Driver’s license, the ability to obtain one within 30 days of accepting the position, or ability to travel in an efficient/effective manner between work locations and off site functions.
- Ability to travel in rural Alaska, including via small regional air carriers.
- Demonstrated ability to effectively manage medium to large grants.

CORE COMPETENCIES

- Ability to effectively work independently with minimal supervision.
- Ability to solve complex organizational and programmatic problems using good judgment and sound economic reasoning.
- Ability to effectively work with a variety of audiences while encouraging and supporting a creative and fast-paced environment.
- High level of emotional maturity and customer service skills.

PREFERABLE SKILLS, ABILITIES AND EXPERIENCE

- Experience reporting data/outcome measures both visually and in writing.
- Experience with people of diverse backgrounds, including rural Alaska.
- Proven track record of program management including coordinating, facilitating and initiating program strategies.

- Strong facilitation and presentation skills.
- Basic experience with the key elements of grant writing.
- Experience with Results Based Accountability.

PHYSICAL REQUIREMENTS: Standard office tasks including sitting/standing at a work station, traveling between work locations, setting up meetings, typing and computer work. Occasional travel to rural Alaska locations.

NOTES:

This position is funded by Recover Alaska's Funding Partners and administrated through Sultana New Ventures, LLC (Sultana), a subsidiary of The Foraker Group. The Associate Program Manager is an employee of Sultana. Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job, and identify performance measures and potential training needs. The Foraker Group and Sultana are at-will employers.

HOW TO APPLY: Qualified applicants may send their cover letter and resume to: recoveralaska@forakergroup.org. The first round of cover letters and resumes will be reviewed on May 22, 2017; however, the position will remain open until the position is filled