Job Title: Director of Public Health Programs and Policy

Reports to: Deputy Director for Policy, Programs and Advocacy

Application Deadline: Open until filled

Position Overview:

The Director of Public Health Programs and Policy serves as the principal NIHB public health representative and provides comprehensive oversight, including technical and administrative assistance, to all NIHB public health related grants, contracts, and activities. The Director advocates for Tribal needs related to public health issues, infrastructure, and programs and therefore must have expert knowledge in these topics and past experience that informs this understanding. A successful candidate will understand the political environment surrounding public health and demonstrate the ability to diplomatically navigate and succeed in that environment.

The Director must be highly motivated and creative in searching for, proposing, and obtaining grant and other types of funding to support public health activities. The Director must have comprehensive knowledge, skills and abilities in program design and development, grant and project management, budgets, compliance and reporting. Such knowledge, skills and abilities should be demonstrated through past experience working with federal and foundation funded public health programs. The Director will also have a strong background in evaluation design, implementation, and analysis. The Director will supervise public health program staff as assigned and will also be responsible for assessing staffing needs, advising Executive Leadership on the same, and creating a staffing plan that aligns with current needs and the public health mission of NIHB. The Director will develop and maintain relationships and partnerships that advance the NIHB mission and vision, and improve public health communication and coordination in Indian Country. Within the Department of Public Health Programs and Policy, the Director will create a strategic plan for NIHB’s public health work. The Director also will be responsible for spearheading efforts to launch a Tribal Public Health Institute within NIHB. With no Tribal Public Health Institutes currently existing to serve Indian Country, these efforts will require creativity, high energy, partnership building and tenacity when encountering obstacles.

Essential Functions:

• Serves as the NIHB public health program representative in dealings with Tribal, federal, state, and local governments and with various public, nonprofit, and private organizations, agencies, and institutions.
• Maintains currency in advancements in the public health field and accurately projects the impact of these changes on programs in Indian country.
• Conducts grant/contract assessments and prepares reports necessary for program continuity and compliance. Monitors compliance with grant/contract requirements. Identifies problems and negotiates corrective action concerning programmatic issues and budgetary management.
• Plans, promotes, and develops public health projects/programs through strategic visioning and leadership.
• Develops budgets, staffing plans, and action plans to ensure proper personnel, facilities, and supplies to meet grant/contract deliverables and reporting.
• Provides technical assistance, consultation, training and guidance to Tribal, national, state, and/or local agencies, health-related organizations, research entities, and institutions to develop, extend, and improve public health studies, programs, systems, infrastructure, strategies, and services.
• Assists with the development and implementation of effective communication strategies to disseminate public health information to Tribes, Tribal health departments, and other entities as needed.
• Performs work related to the initiation, administration, and close-out of contracts, grants, or cooperative agreements.
• Assists in the development of public health staff to ensure timely career development and training.

Minimum Job Requirements:

Education:
• Doctorate, Master of Public Health, Master of Public Administration, or similar qualifications.

Experience:
• Five years of experience in:
  o Grants writing and management,
  o Management of public health programs or projects, and
  o Research and evaluation.
• In depth knowledge of the national public health care agenda, issues, impacts, and American Indian and Alaska Native people.
• In depth knowledge of public health programs, research, infrastructure, and current issues and best practices.
• Excellent communication skills, both oral and written. Knowledge of and experience working with generally accepted reporting formats.
• Demonstrated skill in developing work processes, and implementing quality improvement measures.
• Ability to successfully and seamlessly manage multiple tasks and projects.
• Skill and ability to use automated office equipment and software programs.
• Ability to use tact and diplomacy with all sensitive issues and special situations.
• Ability to research, analyze and synthesize documents and materials.
• Ability to excel in a fast paced work environment with multiple deadlines.

Specialized knowledge, licenses, etc.
Must have a valid state driver’s license.

Supervisory Responsibility, if any:
• Assistant Director of Public Health Programs and Policy; Public Health Project Coordinator; Fellow for Public Health Programs and Policy.

Working Conditions:
• Work in an office environment and structure with both workstations and offices.
• Sit for long periods of time and use a personal computer.
• Retrieve documents from book shelves, file cabinets, etc.
• Own and operate a personal vehicle and obtain valid liability insurance.
• Work under pressure and deadlines within short time frames.
• Work after hours, as required.
• Travel extensively via air and auto.

Other Qualifications:
NHB does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

**How to Apply:**
Interested candidates please, send a Resume and Cover Letter to [jobs@nihb.org](mailto:jobs@nihb.org) with your name and the title of the position you are applying for in the subject line.

_This mission-driven organization welcomes staff dedicated to advancing American Indian and Alaska Native health. If you want to make a positive difference in the health of America’s Native Peoples – this is the place for you._

Please see [www.nihb.org](http://www.nihb.org) for more information.

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