

National Indian Health Board



Seeking an Effective and Motivated Public Health Program Manager to Build, Promote, and Maintain Infectious Disease Programs in Indian Country

About the Organization:

The [National Indian Health Board](http://www.nihb.org) (NIHB) is the nation's premiere national Tribal health and public health organization. This dynamic non-profit organization was created by the Tribes in 1972 to serve as the national, unified voice of the Tribes in matters concerning health and public health, including health systems, public health infrastructure, health service and status. NIHB makes a difference as we serve all federally recognized Tribes, American Indian and Alaska Native (AI/AN's) and advocates for the federal government to uphold its trust obligations to the Tribes for health and public health services and capacities. NIHB serves Tribes that run their own health systems through compacting and contracting as well as those that receive their care directly from the Indian Health Service. Learn more about NIHB at www.nihb.org.

NIHB's [Public Health Policy and Programs](#) (PHPP) is the largest and fastest growing Department within NIHB, PHPP provides national leadership in the Tribal public health space. We are dedicated to creating impact through conducting culturally informed policy, budget analysis and advocacy to promote, build and sustain Tribal public health. Our program work is responsive to Tribal community needs and is grounded in making maximum impacts toward reclaiming healthy Native communities and individuals and celebrating, supporting and sustaining healthy Native youth.

Position Summary:

We seek an experienced public health professional to manage current and future infectious disease public health projects and initiatives impacting Indian Country. This includes engagement with the federal government to remain connected to and knowledgeable about emergency preparedness policy, opportunity and advocacy, as needed. This Program Manager will create new opportunities and programs that will positively impact Tribes in the mitigation and prevention of infectious disease and coordinate NIHB's response to current and future public health threats and emergencies, such as COVID-19. The Program Manager will supervise staff working on infectious disease-related public health programs and spend a portion of their time on other public health work, as needed. The Manager will identify infectious disease public health emergency preparedness priorities (both Tribal and federal), research available funding and resources, write grant applications, design and implement program activities, prepare program reports, evaluate projects, and utilize evaluation information for continuous quality-improvement. The Manager will provide leadership and work with colleagues across the organization, to envision, collaborate, create content, coordinate and implement public health events including the NIHB National Tribal Public Health Summit. Included in the above duties, the Manager will deliver training and technical assistance, coordinate and facilitate meetings with appropriate stakeholders, conduct research on relevant topics, draft and disseminate communications to constituent audiences, and keep careful records of all project accomplishments. The Manager must be able to lead a project

team, interface with funders and the public. Successful managers will be outcome driven, adept at problem solving, organized, and flexible and comfortable in a fast-paced work environment.

This position reports to the Deputy Director of Public Health Policy and Programs. The position is full time and requires living in the Washington, DC Area.

Duties and responsibilities of this position include, but are not limited, to the following:

- Serve as NIHB liaison and subject matter expert to collaborate with, listen to and assist the Tribes in matters related to public health emergency preparedness including policy and programs development and implementation;
- Cultivate contacts within the Federal Government relevant for the purpose of gaining and sustaining current knowledge about policy issues, threats and opportunities in this space;
- Provide technical assistance, design resources and tools, conduct research, and host convenings to provide culturally informed support to Tribes in space of emergency preparedness and response activities;
- Manage multiple public health projects, including but not limited to supervising project staff, managing work plan progress, assisting with monitoring the project budget, meeting regularly with funder and project staff, and providing updates to NIHB leadership;
- Identify and develop strategic partnerships and resources to support Indian Country and advance the work of NIHB and the Public Health Policy and Program Department;
- Maintain currency in advancements in the public health field and provide analysis on the likely impact of these changes on programs and health status in Indian Country;
- Conduct policy analysis and research to support Tribal leaders as they develop policy positions;
- Serve as an expert on public health policy and program technical assistance/training needs;
- Research and write articles, briefs, web content, e-mail blasts, social media posts and other forms of mass communication for dissemination to Indian Country and among other stakeholders;
- Coordinate and facilitate partner/stakeholder meetings to assess technical assistance needs and disseminate information on assigned public health projects and initiatives;
- Assist in planning and executing NIHB's annual national conferences including NIHB's National Tribal Public Health Summit, the National American Indian and Alaska Native Behavioral Health Conference, and NIHB's National Tribal Health Conference;
- Identify funding opportunities; write grants to ensure sustainability and advance vision and mission of the organization; write budgets for project proposals;
- Implement projects, track progress to ensure benchmarks and objectives are met;
- Develop and maintain accurate documentation for program activities and deliverables;
- Identify problems and negotiate corrective action concerning programmatic issues;
- Prepare and submit project reports in a professional and timely manner;
- Evaluate efforts for effectiveness and efficiency, as well as compliance with grant deliverables; identify gaps and opportunities to improve performance;
- Prepare reports for committees, workgroups and/or other bodies;
- Provide factual information, review and analysis of legislative, budget and policy issues relevant to focus area of assigned projects and initiatives;
- Cultivate relationships in each Area of Indian Country with Tribal leaders, Health and/or

- Public Health Directors and others involved in public health work;
- Actively contribute to creation of public health webinars, conferences and events; and
 - Perform other duties as assigned.

Required and Preferred qualifications include, but are not limited, to the following:

- Preferred: MBA, MPH, MHS, Public Policy, Public Administration or similar field.
- Bachelor's Degree with minimum 5-7 years of related experience.

Knowledge, Skills, and Abilities (required):

- *Experience working with Tribe or Tribal organizations is required;*
- Minimum 2 years' experience in management of public health programs/projects (must include experience in grant writing, program development and execution, budget writing, evaluation, and reporting);
- Experience with managing and implementing federally and privately funded grants;
- Excellent written communication skills;
- Strong presentation and oral communication skills;
- Strong organizational skills;
- Ability to multi-task, manage priorities and excel in a fast-paced work environment;
- Ability to work with diverse teams of people;
- Ability to lead and innovate; and
- Up to 25% travel will be required.

**This is a grant-funded position:
Employment is contingent upon funding availability.**

HOW TO APPLY: Interested candidates must include the following to be considered:

1. Your current resume;
2. Your cover letter specific to the position for which you are applying;

Send your resume and cover letter in one PDF file to: jobs@nihb.org with your last name and the title of the position you are applying for in the subject line.

Equal Opportunity Employer: 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.

Salary and Benefits: Salary is commensurate with qualifications and experience. NIHB offers an excellent benefits package (including, but not limited to, health benefits, 401(k) plan, annual and sick leave, federal holidays).

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