Public Health Management Corporation

260 South Broad Street

Philadelphia, PA 19102

215-985-2500

JOB DESCRIPTION

PROJECT DIRECTOR, PHILADELPHIA

COALITION ON OPIOIDS AND CHILDREN

Turning Points for Children

*(Department/Division)*

\*Posting Date: November 4, 2018

**\*Job Overview:**

This position reports to the TPFC Deputy Chief Executive Officer and is responsible for implementing a grant from the US Dept. of Justice for managing and coordinating Coalition activities, including providing support for committees, work groups, and community engagement activities. The Project Director will facilitate the collective success of the Coalition effort, and serve as a public ambassador for the initiative.

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**\*Responsibilities:**

* Serve as a strong, neutral and skilled facilitator who can guide the Coalition, partners and stakeholders towards consensus, a defined, shared vision, and results.
* Establish effective channels of communication for the Coalition, partners and stakeholders including preparing the agenda for and facilitating regular meetings and establishing online tools for communication and project management.
* Build relationships with and understand cross-sector partners in Philadelphia who are involved in child welfare, physical and behavioral health, early childhood education and other systems relevant to addressing the needs of children in the child welfare system impacted by the opioid epidemic and document so that relationships are effectively communicated with the Coalition.
* Coordinate, in collaboration with Coalition members and others, the identification of policy and system barriers to effective interventions for children affected by the opioid crisis and work to develop solutions for coordinated action to address these barriers.
* Assist in assuring that the general community is kept apprised of the goals, objectives, priorities, successes, challenges and opportunities of the Coalition through effective communication campaigns.
* Coordinate and document the development of work plans and milestones, and ensure and track progress in achieving results; provide status reports to Coalition members and the general community.
* Provide support to committees and workgroups in facilitating meetings, assisting in preparation of meeting materials, and related activities with the support of the Administrative Coordinator
* Work closely with project evaluators to collect data and disseminate findings throughout the lifespan of the project.
* Manage the budget of the Coalition and assure that expenditures are in line with programmatic priorities.
* Oversee administration of grant funds, which includes making recommendations, drafting scopes of work and contracts, preparing reports to funders, etc.
* Assist in identifying and obtaining additional funding for the Coalition as needed.
* Coordinate efforts with federal and local evaluators.
* Serve as the primary liaison to and among Coalition member agencies, city agencies, and other partners as appropriate.
* Coordinate and work together with other project staff and partners to assure all Coalition processes work well and effectively together, and create a positive view of the work in the community.
* Identify implementation challenges and develop solutions to address them.
* Attend appropriate meetings, including community meetings, and develop strong relationships with stakeholders.

**\*Skills:**

* Demonstrated understanding of policy and systems change frameworks.
* Strong planning and organization skills, with the ability to think strategically in the design, integration and execution of programs through utilization of different kinds of financial and social capital.
* Demonstrated effectiveness in written and oral communication, ability to communicate complex issues to a variety of audiences.
* Skilled in facilitation and experience in conflict resolution.
* Exceptional leadership and interpersonal skills.

**\*Experience:**

* At least 5 years of relevant work experience.
* Experience in bridge-building efforts with different groups and stakeholders.
* Experience in working as part of a multidisciplinary team and ability to work in a complex environment requiring significant collaboration.

**\*Education Requirement:**

* Minimum of a Bachelor’s Degree required; Master’s Degree and/or certification in project management strongly preferred.

**Salary:** Grade 20

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**\*Contact Information:**

Forward Resume to:

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