



## **Director of Projects and Initiatives**

### ***Position Overview***

The **Director of Projects and Initiatives** is responsible for project management of MRHA grants and programs. This position will collaborate closely with the Executive Director to implement, oversee, and manage existing grants and programs as well as help with expansion and growth of organization. Currently, this position is 100% grant funded by our Adult Immunization Grant through June of 2025. MRHA is building a robust rural health community and hopes to expand its offerings through other grants with assistance from this position.

This is an exciting opportunity for an ambitious, highly organized, creative, independent, and resourceful individual interested in joining a small but growing team that works with a diverse group of network partners in rural communities.

This position reports to the Executive Director.

This is a full time, exempt, salaried position paying \$65,000 annually. This position is remote or hybrid work in Missouri and is open to those who live anywhere in the state. We also offer health insurance 100% covered for the individual employee. May include occasional travel including overnight stays.

### ***Rural Adult Immunization Project Manager***

- Coordinate all activities on the Rural Adult Immunization Project.
- Represent MRHA and the statewide vaccination improvement project aimed to educate, facilitate, and promote the importance of adult immunizations, particularly in rural settings.
- Conduct site identification, recruitment, and outreach to expand access to adult immunization in rural areas of Missouri.
- Recruit ten (10) Rural Health Clinics to participate and enroll as vaccinator sites for COVID-19 vaccinations and other immunizations.
- As a member of the project team, conduct readiness assessments and facilitate vaccinator enrollment process.
- Design and execute vaccination administration training plan focused on rural health facilities.
- Assist with facility assessments for process improvement, resource allocation and procedural changes.
- Serve in project manager role alongside cross-functional project team for implementation and process improvement initiatives.
- Foster relationships with rural health facilities and stakeholder groups to increase vaccine confidence through education, outreach, and partnerships.
- Deliver training, educational, and outreach resources and materials that assist rural health clinics in implementing community engagement strategies to promote vaccination availability.
- Monitor, collect, and analyze data.

- Prepare and deliver reports and presentations on immunizations and surveillance trends to local, state, and national partners.

### ***Strategic Vision and Innovation***

- Collaborate with the Executive Director to develop new projects and initiatives, with particular focus on improving access, quality, and health equity in rural communities.
- Lead grant assessments.
- Coordinate with the Executive Director on the application process for new funding opportunities. Including taking the lead on writing some grants.
- Lead needs assessment process.
- Serve as the project director for new funding sources as they are acquired.
- May supervise staff based on organizational growth.

### ***Project Promotion and Evaluation***

- Assist in growing/strengthening MRHA membership through effective communication, collaboration, support, and problem solving for breaking down silos in rural Missouri healthcare delivery.
- Develop and improve program integrity system for grant deliverables and objectives, data collection, tracking and reporting.
- Represent MRHA through local and statewide affiliations.
- Collaborate and work closely with government administrators, legislators, hospitals, academic institutions, and community-based organizations to promote the mission and vision of MRHA and MRHA Connect
- Participate in outreach events, exhibits, workshops, and conferences to promote community awareness.
- Provide leadership & support to cross-functional team.
- Assist in maintaining technology platforms, database and compliance records and training systems through proactive approach, monitoring integrity of data, accurate/timely documentation and running reports.
- Assist in the development of MRHA documents, materials, presentations, grants, and publications as needed.

### ***Skills, Experience, & Education***

The **Director of Projects and Initiatives** will be a highly motivated, outgoing, organized, and strategic individual with a demonstrated record of project management and funds administration who firmly believes in the mission of MRHA. Additionally, this person will have the following:

- Minimum of bachelor's degree with 5+ years' experience in nonprofits or governmental agencies, project management, grants management, or related practical experience. A master's degree is preferred.
- At least 3 years of experience in operations and/or project management, 5+ years is preferred.
- Experience with grant proposal writing and reporting.
- Functional understanding of government and private funder guidelines and requirements.
- Organizational, management, and fiscal management skills are required.
- Aptitude for balancing multiple projects with strong organization, time management, and prioritization skills are required.
- Supervision experience is preferred.
- Must be a self-starter, comfortable working in a busy and deadline-oriented office.
- Can demonstrate professional communication and writing skills.

- Have a flexible, creative, and initiative-taking working style.
- Must be able to pass a background, driving record, and other employment screenings.
- Have a valid driver's license, proof of automobile insurance, and reliable transportation at time of hire and ability to maintain throughout employment.

Job Type: Full-time

Compensation: \$65,000.00 per year

Benefits:

- Flexible schedule
- Health insurance
- Paid time off
- Retirement benefit

Flexible Schedule:

- Monday to Friday, with very occasional evenings and weekends
- Self-determined schedule, with approval by Executive Director

Work Location: Flexible. 100% Remote or Hybrid depending on location; Occasional travel across the state and to Jefferson City