

**Project Manager – Social Impact  
Job Description**

**Job Summary:** The Project Manager oversees a portfolio of social innovation initiatives that measurably improve population health indicators across Dodge and Jefferson Counties. The Manager proactively leads transformation from visioning and strategy development through execution and evaluation. The Manager builds community change leadership capacity and creates the conditions for cross-sector teams to build policies, systems and environments that improve lives for the better.

The Manager brings passion and proven entrepreneurial experience to provide Strategic Thinking, Leadership, and Project Management to improve community wellbeing.

**Reports to:** Director of Impact

**Strategic Thinking**

- Guides systems thinking and intentionally builds community conditions for systems change: Mental Models, Power Dynamics, Relationships & Connections, Resource Flows, Practice and Policies
- Researches opportunities, identifies proven practices and facilitates development of a vision that inspires active engagement
- Creates a compelling business case and articulates measurable goals
- Informs decision making with insight on trends and forecasts

**Leadership**

- Fosters and sustain meaningful, long-term collaborations that combine a unique set of resources, experience and knowledge to more effectively and efficiently address complex issues.
- Inspires a shared vision, challenge the status quo, manage uncertainty and encourage strengths-based action
- Builds trust and leverage relationships to actively align community resources in support of a common agenda
- Builds community capacity for systems and strategic thinking, equipping formal and informal leaders with the change management tools they need to succeed
- Provides regular executive-level communications to gain ongoing support from partners and decision makers
- Informs, influences and advocates for local, state and national policies that improve health and wellbeing

**Project Management**

***Discover***

- Facilitate Turn the Curve planning (Results Based Accountability Framework) to foster cross-sector consensus and prioritization
- Evaluate feasibility and assess readiness for change
- Identify and secure “braided” talent resources and funds for project sustainability

***Design and Build***

- Develop detailed work plans that identify and sequence the activities needed to successfully complete the project
- Prepare and monitor project plans, budget and cash flows
- Mobilize needed internal, external and consulting resources, participate in the negotiation and preparation of related contracts and legal reviews

#### ***Test and Evaluate Solutions***

- Facilitate the project teams, implementing accountability mechanisms and opportunities to learn through continuous quality improvement
- Communicate progress and results regularly
- Evaluate results, reporting on population indicators, performance measures and financial results

#### ***Sustainability and Scaling***

- Plan for and transition project to community partners or internal project coordinators for ongoing management and support
- When indicated, facilitate development plans to “Scale Up” successful efforts

#### **Qualifications:**

- **Change Management:** Proven track record with large-scale change efforts.
- **Cross-Sector Partnerships:** Experience authentically engage a wide range of stakeholders and decision makers in a variety of settings and contexts.
- **Systems and Strategic Thinking:** Ability to recognize the influences of community systems and use those insights to align resources to achieve goals
- **Effective Communication:** Powerful interpersonal skills, strong social antennae and the ability to use these to influence outcomes. Able to adapt style and approach based on context.
- **Data-Based Decision Making:** Experience with data-informed decision making and quality improvement. Results Based Accountability experience a plus.
- **Resource Management:** Strong analytical skills, business acumen and understanding of organizational issues and challenges
- **Equity, Diversity and Inclusion:** Experience leading collaborative efforts to examine power structures, engage marginalized groups and ensure all people have access to necessary support systems

#### **Qualifications:**

- Proactive and resourceful in an entrepreneurial environment
- Strong facilitation skills and a track record of leading, inspiring and developing high-performance teams
- Experience obtaining and managing state and federal grant funding
- Exceptional communication and relationship building skills
- Track record of converting vision into action and measurable results
- Demonstrated understanding of policy and systems change framework and knowledge of approaches to promote health, address root cause and eliminate inequities in health outcomes
- Demonstrated maturity and seasoned judgement. Ability to make decisions, justify recommendations and be responsible and clear with stakeholders



- 2-3 years of professional experience in project management or program management, community development, health, education, nonprofit administration or philanthropy
- Minimum of bachelor's degree required

**Travel:**

Local travel to various worksites is required. Driver's license required.

**Work Environment:** While performing the duties of this job, the employee regularly works in an office setting.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, crawl, taste and smell.

**Other Duties** – Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time.

**To Apply:** Please forward resume and letter of inquiry to Kim Melcher @ [kmelcher@watertownhealthfoundation.com](mailto:kmelcher@watertownhealthfoundation.com)

**About Us:**

The Greater Watertown Community Health Foundation is a catalyst for positive, lasting and measurable health improvement across the region. Our vision is a thriving community where *everyone* enjoys good health and wellbeing.

*Our Mission:* To inspire collaboration, mobilize resources and encourage innovation that measurably contributes to the wellbeing of our community.

*Big challenges demand big solutions*

GWCHF is a connector – bringing together the people, organizations and resources needed to create lasting change. We believe that transforming community health requires more than just writing a check. It requires listening. Engaging. Empowering the “doers” of our community to apply their talents to create a healthier tomorrow.

GWCHF strategically focuses our resources to “move the needle” on community health indicators. We value collaboration, maximizing community assets and improving health over the long-term. We invest in *root cause solutions* to create sustainable change.