



## **JOB DESCRIPTION**

<b>Position Title:</b>	Women's Health Program Manager
<b>Reports to:</b>	President and CEO and COO/Chief Program Officer
<b>Employment Category:</b>	Full-Time

The Jewish Healthcare Foundation (JHF) is a grantmaking organization formed from the sale of Pittsburgh's Montefiore Hospital. It is the parent organization for three operating entities: the Pittsburgh Regional Health Initiative, Health Careers Futures, and the Women's Health Activist Movement Global (WHAMglobal). Together, these entities work to improve the delivery of health care, the education and preparation of healthcare professionals to deliver high value care, and the policy environment that supports healthcare performance excellence in Western Pennsylvania, state-wide, in the U.S., and internationally. Their collective mission is to produce systems of care that are as safe, reliable, equitable, efficient, and compassionate as possible. JHF entities are the recipients of significant national, state, and local grants to test better methods of healthcare delivery. In particular, their programs and projects advance, and then test, solutions to the safety and quality problems in health care by:

- Educating or coaching health professionals to use Quality Improvement methods
- Demonstrating better methods of delivering care through demonstrations and research
- Measuring, analyzing, and reporting on the outcomes of care
- Advancing evidence-based solutions through policy advocacy
- Convening experts regionally, statewide, nationally, and even globally to advance safety

### ***Opportunity***

The Jewish Healthcare Foundation (JHF) seeks a collaborative and enthusiastic Women's Health Project Manager to head up a cross-functional JHF team (including staff members from the seniors, teen mental health, HIV/AIDS and maternal mortality teams) to create a powerful women's health agenda to guide the Foundation in future years.

The Women's Health Program Manager (WHPM) will lead the Foundations' efforts to design and advance an evolving agenda in women's health and women's health activism, including but not limited to researching and outlining the future direction for the Foundation, identifying and connecting with community partners, and supporting the work of Women's Health Activism Movement (WHAMglobal) and the International Women's Forum (IWF).

This opportunity is the perfect position to gain experience working at the nexus of public health, healthcare administration, policy, research, education, innovation, and communications. This position reports to the Chief Executive Officer and the Chief Operating Officer/Chief Program Officer.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Women's Health Program Manager is responsible for the following Job Duties (subject to change). Other items may be assigned from time to time, as needed.

1. Serve as Lead staff on the initiative under the direction of the President and CEO and the COO/Chief Program Officer to develop, propose and implement a plan for Women's Health for the Foundation to advance in the next two to five years.
2. Engage and lead a team of women professionals from a range of disciplines and programs across the JHF to:
  - a. Research and synthesize the activities and priorities of other women's health groups—regionally and statewide into a cohesive plan of action.
  - b. Consider promising state and national legislation, stressors and challenges unique to women, and interventions that would make a difference.
  - c. Identify and cultivate connections with key community partners in the women's health research, program, practice, service provision and activism to engage with the Foundation in its efforts.
  - d. Build momentum towards local women's health activism and policy in our community and beyond.
3. Direct the JHF process to administer approximately \$9 million in PA ARPA funds for Maternal Health within the focus areas of doula services, certification, and workforce development; local and regional maternal mortality review committees and related innovation grants; healthy food pilot programs; and free at-home pregnancy test dissemination.
  - a. Coordinate the release of funds for named grantees.
  - b. Where necessary, work with the COO and Chief Policy Officer to develop the Request for Proposal (RFP) processes to determine the appropriate grant recipients.
  - c. Monitor the use of funds and reporting processes in accordance with State and Federal guidelines.
4. Support JHF's engagement with WHAMglobal and the International Women's Forum Healthcare Special Interest Group.

## **QUALIFICATION/REQUIREMENTS:**

The ideal candidate will have:

- Experience with Women's Health, as well as policy and advocacy, community engagement; and a
- Master's degree in healthcare policy, social work, public health or administration with experience in the healthcare space preferred.
- Excellent presentation and communication skills, both verbal and written
- Proven record of effectively communicating at all organizational levels
- Knowledge of, and experience with, outreach and advocacy using multiple media, including social media
- High level of judgment, decision making, discretion and integrity
- Ability to manage multiple projects simultaneously
- Further, the candidate will be a high energy enthusiastic individual with a track record as a team player with proven project management and interpersonal skills

The employee must also model the values of respect, courtesy, generosity, teamwork, and a positive attitude.

**GENERAL EXPECTATION:**

As expected of all employees of the Jewish Healthcare Foundation, the successful applicant will abide by the current laws and organizational policies and procedures designed and implemented to promote an environment which is free of harassment and other forms of illegal discriminatory behavior in the workplace. This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.

**OFFICE LOCATION:** EQT Plaza, 625 Liberty Ave., Suite 2500, Pittsburgh, PA 15222

**Notes:** The Position is full-time and may begin as semi-remote, but it will transition to in-person/in-office when public health guidelines allow.

Salary based on education and experience.

To apply, please send a resume and cover letter to [zionts@jhf.org](mailto:zionts@jhf.org) with the subject line: "Women's Health Program Manager".