

POSITION DESCRIPTION

JOB TITLE: Health Program Manager, Climate for Health
REPORTS TO: Senior Director, Climate for Health Program
EFFECTIVE DATE: July 2016

ORGANIZATION & PROGRAM BACKGROUND

ecoAmerica is a 501(c)(3) non-profit that uses research and strategic partnerships to create large-scale engagement programs that build awareness, understanding and action for climate and sustainability solutions among mainstream Americans. Founded in 2006, we have a core expertise in consumer marketing and focus on building the base for climate and sustainability solutions by connecting them to the core values and day-to-day concerns of Americans. Further information on our organization and programs is available at www.ecoamerica.org.

ecoAmerica is working to build a critical mass of institutional leadership, public support, political will and collective action for climate solutions in the United States. We develop and manage sector-based programs within health, faith and communities empowering networks of trusted leaders and institutions to lead by example and engage their stakeholders to do the same, leading to a shift in society that will put America on an irrefutable path to clean energy, ultimately leading toward a more sustainable and just future.

POSITION SUMMARY

The Program Manager plays a lead role supporting Climate for Health expand its work with national health leaders and institutions to elevate climate change as a visible health priority, build climate literacy, engage their professionals to communicate and lead on climate solutions, and collaborate for collective impact. S/he participates in the development of and supports program strategies, content, and events, and leads outreach and relationship management with major health institutions, working to enroll and activate them and their constituents in the program and network. The Program Manager will manage a portfolio of partners and oversee the successful activation and implementation of partnership activities and communications. The Program Manager reports to the Senior Director of the Climate for Health program and works with other staff and management to successfully build the program in a timely and cost effective manner. The Program Manager will be an effective collaborator, partnership manager, and project manager, and have strong knowledge of the health and medical fields, including national associations spanning public health, medical, nursing, mental health, and health care. S/he should be knowledgeable and passionate about health and climate change/sustainability.

MAJOR RESPONSIBILITIES

Build, activate and manage a network of health leaders and a coalition of national health organizations to guide and support the Climate for Health program to elevate climate leadership across the health/medical sectors.

- Identify, enroll, and support a network of institutional and thought leaders in the Climate for Health Leadership Circle.
- Identify, enroll, activate and manage targeted institutional partners within the Climate for Health program by securing MOU's with partner institutions and managing their successful implementation. Oversee and support the successful execution of specific objectives, actions, timelines, and budgets to maximize the impact and reach of the partnership and engagement in the program.

Engage the Leadership Circle, and Climate for Health partners in activities that build support, capacity and collective action for the program and sector sustainability in general.

- Support and help plan and produce quarterly Leadership Circle meetings.
- Work with internal staff and external partners to develop and support collaborative events, meetings, activities, and communications.
- Engage and support sector Leadership Circle members and partners in further enrolling leaders, institutions and constituencies within the health sector.

Collaborate with the ecoAmerica team, leaders, and partners to develop relevant program content that supports Climate for Health engagement efforts.

- Help develop program strategy in collaboration with the ecoAmerica team.
- Contribute to and support development and implementation of program resources.
- Write original content, thought leadership pieces, and success stories, for the health blogs, newsfeed, website, publications, newsletters and other media.
- In coordination with the ecoAmerica team, support, disseminate and present sector specific research to build sector climate communications knowledge and inform and support leader and institutional leadership on climate solutions.

General organizational responsibilities

- Participate as a professional and positive member of the organization by contributing to activities that support ecoAmerica's overall mission and success.
- Report on work activities and results as directed.
- Participate with ecoAmerica and Network management in the planning and implementation of organizational and cross sector strategies, plans and activities.
- Participate in staff and other organizational meetings to review progress and deliverables, share knowledge, and to collaborate on ecoAmerica activities.

- Help develop and manage program budgets and forecasts.

QUALIFICATIONS, KNOWLEDGE SKILL REQUIRED (Minimum education and experience needed to perform the job adequately)

- College degree required; advanced degree preferred and minimally 7+ years related work experience.
- Relevant knowledge and understanding of the health sector (local, state, national), leaders, organizations, structures and sustainability/climate efforts.
- Experience in leading the building and implementation of complex multi-year, multi-faceted national partnerships for multi-stakeholder initiatives with emphasis on energizing key players and facilitating strategic collaboration.
- Experience building and managing professional relationships, “leading from behind” and interacting with high-level leaders from private, public, and NGO’s.
- Ability to blend strategic thinking with creation and management of real tactics and implementation.
- Excellent verbal, written and visual communications, presentation and motivational skills.
- Proficient skills across multiple platforms, including but not limited to Microsoft Office Suite and Google Docs.
- Commitment to climate and environmental solutions and ecoAmerica’s mission.

ADA SPECIFICATIONS (Physical demands that must be met in order to successfully complete the essential functions of the job)

This position is largely sedentary in nature however one must possess the ability to speak, hear, and write as well as the ability to use a computer and related software programs, and lift up to 35 lbs. Regional and national travel required (up to 20 percent).

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.