

POSITION VACANCY

November 5, 2009

TITLE: State Director of Program Services
REPORTS TO: State Director
LOCATION: Westborough, MA
REASON FOR OPENING: Replacement

POSITION PURPOSE:

To administer and oversee all March of Dimes (MOD) program services and public affairs activities in Massachusetts, including: planning, implementing and evaluating activities in public and professional health education; grants, community service, staff management, interaction with the state legislature and volunteer development.

POSITION RESPONSIBILITIES:

- Manage effective program planning, implementation and evaluation to ensure that the Massachusetts Chapter meets or exceeds Program, Public Affairs and NICU Family Support Standards for Success.
- Maximize chapter effectiveness in meeting Program Plan objectives by managing Program Services Committee, volunteer involvement and community outreach
- Supervise the NICU Specialist working on the NICU Family Support project.
- Develop strong professional education programs that increase MOD visibility and credibility in the health professional community and cultivate relationships with perinatal health agencies in Massachusetts. Develop and maintain statewide grants process that targets greatest needs, measures outcomes and is evaluated on an ongoing basis.
- Plan and implement, with Chapter volunteers and staff, including a statewide Public Affairs Committee, legislative and regulatory public affairs plan annually, including coordinating public affairs activities and events.
- Secure funding as needed to ensure delivery of effective chapter programs, including NICU Family Support.
- Oversee dissemination of information and education of staff and volunteers in the areas of mission, programs and public affairs.
- Work with chapter staff to ensure integration of programs with fundraising and communication activities.
- Travel as needed to attend National, Regional and other meetings to fulfill job responsibilities and obtain training.

QUALIFICATIONS REQUIRED:

- 2-4 years experience in maternal/child health or related field
- Master's degree preferred in Public Health, Public Policy, Community Health, or equivalent education and experience
- Strong volunteer development and management skills
- Experience working with diverse communities and organizations
- Extensive knowledge in program planning, evaluation, data analysis, grant review and grant writing
- Excellent verbal and written communications skills

CONTACT:

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Before: November 19, 2009

NOTE:

1. Credit and criminal background check is required for this position: Yes No . If yes, offer is contingent upon satisfactory completion of credit and criminal check.
2. If Human Resources or the hiring manager confirms you as a qualified candidate, you must inform your immediate supervisor of your intentions prior to initiating the formal interviewing process.
3. Upon request, the hiring manager will be provided with information related to your performance, salary, and past work history.