



IPHA Director of Programs Job Description

Title: Director of Programs

FLSA Status: 1.0FTE, Exempt

Reports To: Executive Director

Salary: \$58,240

Location: Office in Des Moines, remote possible

How to Apply: Send resume and cover letter to Kim Novy @ kim@iowapha.org

Iowa Public Health Association is a statewide nonprofit, membership organization. Our mission is to unite and strengthen the voice for public health in Iowa. Our core functions are to 1) connect public health leaders, partners, and allies; 2) to advance a public health agenda through education and advocacy; and 3) to directly serve members by providing education and curating resources.

We work hard to set the tone for evidence-based policy decisions at the state and local levels by serving as a nonpartisan resource for elected officials, advocates, practitioners, and the public. We strive to be the independent voice for public health.

BASIC FUNCTION:

The Director of Programs is a leadership position that works with the Executive Director to set strategic priorities for the organization and oversee major IPHA programs and grant-funded projects. Through this work, they will strengthen current and develop new relationships with stakeholders, funders, and the community. This position will be responsible for ensuring that IPHA programs and grant-funded projects are coordinated in a way that maximizes impact, results, and resources.

Specific skills and competencies we believe makes you a great fit:

- Exemplary organizational/project management skills, with the confidence to oversee projects independently while maintain clear communication channels with the IPHA leadership team
- Excellent networking, communication, and problem-solving skills
- Flexible, with a growth mindset, and adaptable to adjusting in both day-to-day and larger-scale activities based on new information and situations.
- Continually aware of new ways to do old things better.
- Tactful and discreet, particularly regarding work that may be seen as politically divisive or controversial.
- Thoughtful and resourceful, with demonstrated ability to take initiative and follow through.
- Excellent computer skills and mastery of Microsoft Office Suite, and familiarity with office productivity tools like AirTable, Google Docs, Zoom, etc.
- Committed to advancing equity, diversity, and inclusion in the workplace.

Leader[s] in Health Equity

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DUTIES & RESPONSIBILITIES:

Grant-specific activities – 50%

- Assures that grant deliverables are met using evidence-based and/or following best practices while building the scientific basis of public health.
- Ensures compliance with relevant state public health practice guidelines, local, Federal and State laws and regulations as well as all fiscal, personnel, statistical and contractual obligations.
- Maintains financial and programmatic record-keeping of grant activities
- Prepares required reports per grant deadlines

Membership Engagement – 25%

- Collaborates in the development and implementation of an integrated plan for communication, education, and advocacy efforts.
- Seeks innovative ideas of programs, resources, training
- Develop short- and long-term membership marketing strategies.
- Coordinates new member orientation

Budgeting, Fundraising, and Grant Writing – 10%

- Assumes secondary responsibility for fundraising and grant research and writing
- Works with the Executive Director to develop the annual budget to present to the Board for approval.

Administrative and Organizational Support – 15%

- Prepares meeting locations, materials, and logistics as they relate to the above statement requirements
- Supervise interns
- Contribute to membership and giving campaigns
- Represent IPHA at external meetings/events
- Responds to requests for information, consultation, and resources. Maintain membership services of the organization.

QUALIFICATIONS:

- Minimum of a bachelor's degree in public health, Public Administration, or a related field of study; master's degree and/or advanced professional experience preferred
- 3-5 years of professional experience with evidence of increasing responsibilities
- Experience in program management and evaluation
- Prior membership association nonprofit experience ideal, management preferred
- Board development, fundraising, marketing/branding and fiscal management experience
- Ability to set clear priorities and follow-through on goals and objectives in an environment that demands flexibility
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders
- Outstanding presentation and communication skills

Iowa Public Health Association is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, national origin, color, sex, sexual orientation, age or disability in admission or access to the operation of our programs, services, activities, or our own employment practices. All qualified applicants will be given equal opportunity, and selection decisions will be based on job-related factors.