

Milwaukee Black Grassroots Network for Health Equity

Public Health Strategy Manager

Location: Milwaukee, WI (hybrid)	FLSA Status: Exempt	Working Hours: 9am – 5:30pm CST (flexibility for morning and evening hours as needed)
Supervisor : Network Co-Founders, Fiscal Sponsor		Salary: \$65,000 – \$80,000

JOB SUMMARY

The **Public Health Strategy Manager** position is an exciting new opportunity for a skilled community change agent interested in facilitating real and impactful change among Black families and communities in Milwaukee County.

The Public Health Strategy Manager will take the lead in positioning the Milwaukee Black Grassroots Network for Health Equity to be a knowledgeable, skilled, well-coordinated grassroots voice with the capacity to lead systems change efforts that improve community conditions in Milwaukee County. Under the general direction of the Network’s co-founders, the Public Health Strategy Manager will design, execute, and evaluate policy, system, and environmental change strategies in collaboration with Network members and other stakeholders (i.e., residents, decision-makers, decision informants). An essential task of the Public Health Strategy Manager in the change process of advancing health equity and racial justice is to design and lead convenings and public awareness activities to ensure that stakeholders are engaged, informed, and actively involved in the change process.

Over the next two years, the Public Health Strategy Manager will focus on capacity building in several synergistic areas: 1) information/communications, 2) system change skill-building, 3) expanding the Network’s reach and partnerships, and 4) system change strategy planning and implementation. The Public Health Strategy Manager will be instrumental in organizational planning, systems-change strategy development and execution, dissemination of information to diverse stakeholders, resource development, outcomes reporting, and sustainability planning.

The Public Health Strategy Manager position is a grant-funded position with an opportunity for annual renewal based on successful performance. The Public Health Strategy Manager will report to the Network’s co-founders. The Public Health Strategy Manager will provide oversight of staff, interns, and consultants. The Public Health Strategy Manager is a hybrid position (in-person and virtual) that requires flexible working hours. The Public Health Strategy Manager must provide documentation COVID-19 vaccine and booster and maintain up to date COVID-19 vaccine. Physical space will be provided at Health Connections Inc. or its satellite location. Because this position will be housed within a healthcare facility, additional safety measures may be required to ensure patient safety (for example TB testing, annual influenza vaccine). Health Connections Inc. serves as the Fiscal Sponsor for the Network.

WORK RESPONSIBILITIES

Milwaukee Black Grassroots Network for Health Equity

Administration and organizational planning (30%)

- Partner with the Network's founders and members to develop organizational plans for the Network and the community at large (e.g., Community Change Agenda or policy brief) – organize and facilitate strategic planning for the organization.
- Serve as project manager for grant funded public health intervention efforts. Responsibilities include project reporting, data collection, evaluation, developing agendas, leading team meetings, budget management. Track and manage all Network activities.
- Oversee planning and implementation of annual calendar and community events.
- Support co-founders in defining and implementing administrative and operational policies.
- Responsible for providing direct and appropriate supervision, oversight, and support to interns, fellows, contractors, and volunteers. Support onboarding efforts for staff, consultants, Network members, volunteers, and other stakeholders.

Strategy development and execution (30%)

- Maintains and utilizes a working knowledge of significant developments, trends, and best practices in the field of public health and community development (e.g., strategies to address the social determinants of health, or healthcare access).
-
- Research and evaluate relevant community data and policies.
- Assist with implementation of community needs and resource assessments and surveys as appropriate.
- Convene and facilitate meetings for the overall Network as well as ad-hoc projects and activities.
- Implement priorities in the Network's Community Change Agenda and engage Network members and stakeholders in updating the agenda. Link priorities in the Community Change Agenda to other health improvement efforts to ensure harmonious impact.

Communications and stakeholder engagement (20%)

- Oversee Community Health Ambassador Program, including coordination of training, outreach activities, monthly planning meetings, data collection, and reporting.
- Identify opportunities to engage new community partners and build Networks' membership.
- Support the planning and execution of public awareness campaigns.
- Maintain social media accounts of the Network.
- Contribute thought leadership in the development of documents, including report cards, policy papers, op-eds, panels, conferences, etc.

Resource development and sustainability planning (20%)

- Create a catalog of funding opportunities and respond to funding announcements that align with the Network's interests (e.g. prepare letters of support, budgets, funding proposals, letters of support).
- Establish and maintain a donor database.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH MBGNHE PERFORMANCE STANDARDS.

Milwaukee Black Grassroots Network for Health Equity

JOB REQUIREMENTS

Key Performance Indicators

- Demonstrated transparent and high integrity leadership.
- Understanding of and experience with applying health equity frameworks and approaches.
- Interest in and knowledge of community change process of through advocacy, policy, community organizing and/or legislation.
- Experience, ease, and a passion for working in grassroots coalition-building.
- Experience with group facilitation and convening stakeholders.
- Demonstrated experience with staff supervision and oversight, coaching/technical assistance, and working with volunteer boards and committees.
- Ability to write and verbally communicate information to diverse audiences.
- Experience in project management, data collection and project evaluation.
- Systems thinker with understanding of public health systems and approaches.
- Knowledge of nonprofit sector, public sector and social institutions.
- Experience with resource development within grassroots organizations.

Milwaukee Black Grassroots Network for Health Equity

Qualifications	Minimum	<ul style="list-style-type: none"> ● Bachelor's Degree required with an emphasis in Black Studies, Public Health, Social Work, Public Administration, Public Policy, Political Science, or related field. ● Understanding of and experience working with Black Americans in ways that honor and facilitate cultural practices to drive innovation in community change processes. ● Five or more years' hands-on experience in policy analysis, engaging with elected officials and their staff and coalition building or in a related field. ● Knowledge of and passion for Black and Indigenous issues, including racism, racial justice, and economic development. ● Proven ability to motivate, inspire, and cultivate cooperative relationships with the public, Elected Officials and their staff, clients, and co-workers. ● Builds relationships and coalitions with agencies around Wisconsin. Has a history of initiative, creativity, and self-motivation. ● Superb strategic communication skills with experience in negotiating complex relationships and consensus between various groups. ● Ability to thrive in a fast-paced, deadline-driven, team environment with shifting priorities. ● Tackles new projects and deals with a variety of variables in situations where limited knowledge exists. ● Strong knowledge of community change principles, methods, practices, and techniques. ● Meets deadlines and stays within designated budget. ● Excellent oral and written communication skills. Meticulous attention to detail and strong proofreading capabilities. ● Excellent computer skills include knowledge of online research, web analytics, and social media, advanced Microsoft Office Suite skills, and database management experience. ● Must have use of an automobile with adequate insurance coverage and a valid Wisconsin Driver's License with an acceptable driving record substantiated. ● Must be able to lift 25 pounds and have the ability to work non-traditional work schedules, which may include evenings and Saturdays.
	Preferred	<ul style="list-style-type: none"> ● Interest in and knowledge of reform through advocacy, policy, community organizing and/or legislation. ● Experience, ease, and a passion for working in grassroots coalition-building. ● Demonstrated success in progressive supervisory or managerial positions. ● Master's degree in Public Health, Social Work, Public Administration, Public Policy, Political Science, or related field.

Milwaukee Black Grassroots Network for Health Equity

Required Skills, Knowledge, and Abilities

- Knowledge of the principles and practices used in business or healthcare management and operations.
- Knowledge and ability to effectively use negotiation techniques and practices in order to advocate for the interests of the Milwaukee Black Grassroots Network with vendors, regional partners, and others.
- Ability to exercise a high degree of independence, initiative, judgment, discretion and decision-making to achieve program objectives.
- Ability to work in a highly complex matrix environment and ensure consistent quality delivery of services and maintain a high level of patient and provider satisfaction.
- Ability to lead and motivate a team, to build a high-performance culture, and to mentor individuals to achieve big goals.
- Excellent organizational and time management abilities. Excellent oral and written communication skills.
- Effective organizational, planning, controlling, scheduling, project management, and portfolio management abilities in a complex healthcare environment.
- Excellent interpersonal skills to develop collaborative alliances throughout Milwaukee Black Grassroots Network and outside healthcare organizations, promoting teamwork to advance telehealth programs.
- Excellent communication skills, able to work in a complex matrix environment communicating with diverse stakeholder groups.
- Knowledge or ability to gain knowledge of local and regional healthcare providers and organizations.
- Fosters a positive, collaborative, high-performance culture.

ORGANIZATIONAL INFORMATION

- The Milwaukee Black Grassroots Network for Health Equity was established in 2021 in response to escalating and emergent needs fueled by COVID-19 among Black residents in Milwaukee County. The Network is led by a small volunteer leadership team and represents a collection of 20 Black-led faith and social organizations.
- The mission of the Network is to advance health equity and make Milwaukee a healthy community for Black people. The Network works at the environmental and system levels to ensure that decisions, policies, and resources protect and support Black people in Milwaukee to be their healthiest.
- Central to the Network's work is its focus on Social Justice, Healing Justice, Black Liberation, Systems Change, and adapting a Black Cultural Lens. The Network developed a Community Change Agenda, which provides information on its priorities and strategic process for changing community conditions in Milwaukee, Wisconsin.
- The Network has a strategic partnership with Health Connections Inc. which includes shared administrative infrastructure.

Milwaukee Black Grassroots Network for Health Equity

APPLICATION INFORMATION AND PROCESS

Applicants should electronically submit a Cover Letter and resume via email (qbsolutionsmke@gmail.com). The subject line should read "Public Health Strategy Manager Application". Applicants will receive notification that your application has been received. Applications will be accepted until the position is filled.

Interviews will be conducted in-person and virtual. All applications will be treated as confidential. All questions regarding this position should be directed to the email above.