



SENIOR PROGRAM MANAGER – CAPACITY BUILDING ASSISTANCE

POSITION DESCRIPTION

The Senior Program Manager is responsible for planning, management, coordination, and implementation related to AIDS United's local technical assistance and capacity building initiatives. This position will work in the Washington DC Eligible Metropolitan Area (EMA) to provide virtual and in-person training and TA to community-based organizations, focused on both HIV prevention as well as care and treatment activities. The Senior Program Manager – CBA will lead the assessment of TA and training priorities for CBOs in the DC EMA as well as the development and implementation of responsive CBA plans. The Senior Program Manager – CBA will develop in-person and virtual training and TA including webinars, workshops and other events to support a wide variety of organizations and service providers, inclusive of community-based organizations, clinics, and health departments.

SUPERVISORY RESPONSIBILITIES

Two to three FTEs including: CBA Program Manager and CBA Coordinator

DUTIES/RESPONSIBILITIES

- Assist with the leadership, coordination and implementation of technical assistance and development of TA tools for the Washington DC EMA;
- Develop and implement assessment of TA and training priorities for community-based organizations in the EMA;
- Oversight of program deliverables and work plan to ensure timely completion of funder expectations and reporting
- Assume leadership in setting program timelines, expectations, roles, deliverables, technical assistance planning, implementation and analyzing outcomes and lessons learned;
- Work with Vice President for Program Strategy to develop contracts with and monitor performance of a pool of expert technical assistance consultants and/or organizations;
- In collaboration with the Director of Program Operations, monitor program budgets to ensure sound financial management;
- Maintain regular communication with stakeholders involved in the initiative;
- Execute effective communications and coordination with Technical Assistance providers and other contractors;
- Maintain effective communications with program funder(s), including submission of timely reports, and ongoing updates about the progress of the initiative in collaboration with Director of Program Operations;

- Work with Vice President for Program Strategy to identify and pursue opportunities to increase the visibility of AU's capacity building initiatives and opportunities to forge strategic partnerships;
- Close coordination with other AIDS United CBA initiatives
- Development and management of budgets and expenditures
- Other duties as assigned

REQUIRED SKILLS/ABILITIES

- Excellent written and verbal communication skills;
- Strong project and team management skills including staff management, coaching, performance development and evaluation
- Capacity to work in a fast-paced, dynamic environment; ensure deadlines are met; organize and track activities for multiple projects; work independently and as a team member; show initiative; and demonstrate critical thinking
- Experience developing and providing virtual and in-person technical assistance to community-based HIV prevention and care programs and/or networks;
- Experience with development of innovative and tailored virtual and online training modules and materials;
- Experience and confidence in public speaking, training delivery, and meeting facilitation in community-based settings with a variety of stakeholders
- Experience working within social justice frameworks;
- Experience with and/or strong understanding of "by and for" program concepts/approaches
- Proficiency in MS Word, MS Excel, and PowerPoint is required.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

Bachelor's degree in public health, social service, or related field and five years of relevant professional experience; **OR** eight years relevant professional experience required. Master's degree and/or advanced program management experience preferred. Fluency in Spanish value added.

SALARY RANGE

\$80,000 to \$100,000 commensurate with experience

REPORTS TO

Director of Program Operations

WORKING CONDITIONS

Work is generally performed within the office environment and includes significant phone and web-based contact with capacity building recipients, technical assistance providers, and the general public. Potential for long-term and/or permanent virtual office.

TRAVEL

Position requires moderate travel (between 5% and 10% of time).

AIDS United is an Equal Opportunity Employer and dedicated to diversity in the work place. AIDS United does not discriminate on the basis of race, color, religion, national origin, gender, gender expression, gender identity, sexual orientation, genetic information, veteran status, physical or mental disability and any other categories protected by applicable federal, state or local law. Applicants living with HIV and/or from communities disproportionately affected by HIV and AIDS are strongly encouraged to apply.