



American College of Preventive Medicine
physicians dedicated to prevention

Project Director

The American College of Preventive Medicine (ACPM) is the leader for the specialty of preventive medicine and physicians dedicated to prevention. ACPM and its members improve the health of individuals and populations through evidence-based health promotion, disease prevention, and systems-based approaches to improving health and health care. The College is seeking a high-energy, focused, can-do individual for the position of Project Director, Grants and Programs.

Is this role for you?

The Project Director is an exciting opportunity to develop proposals, manage work plans and project teams, learn about and adhere to government/grant requirements and create project deliverables. The director serves as a primary contact for activities related to a number of federal grants, including the Centers for Disease Control and Prevention.

Do these things interest you? Your key responsibilities include:

- **Project Management** — Manage all aspects of grant/cooperative agreement projects, work plans and activities, including project reports and budgets. Provide oversight and assuring the quality of deliverables over public health capacity building grants and programs.
- **Proposal and Report Development** — Prepare federal grant reports and proposals in alignment with ACPM's strategic plan to ensure continued funding and effective submissions.
- **Liaison with Federal Agencies** — Interface with CDC officials and act as a point of contact on specific projects.
- **Resource and Faculty Development** — Secure faculty, consultants, or partners and negotiate contracts in adherence to federal/grant requirements. Identify sources and prepare successful applications for grants to support ACPM business innovation.
- **Business Development** — Build external partnerships with private corporations to support current and new lines of business.
- **Communications** — Ensure update and maintain portions of the ACPM website and other communications related to projects and initiatives.
- **Supervisory** — Directly coach and mentor Grants and Programs Coordinator

What are we looking for?

- Experience and subject matter expertise in public health.
- Bachelor's Degree; Master's degree a plus.
- Minimum of 8-10 years of applicable experience managing high level federal grants; 5+ years of supervisory experience.
- Experience working at or with a Federal Agency or under a federal grant, preferably through HHS or one of their related agencies.
- CDC experience strongly preferred.
- Experience in managing public health projects or initiatives, with a preference for work in a local, state or federal public health agency.
- Experience in developing proposals and submitting grant requests through an on-line process.
- PMP certification strongly preferred.
 - Excellent verbal, written, and interpersonal communication skills.
 - Professional demeanor and experience leading and working on a high-performing team.



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- Ability to establish and maintain positive, collaborative relationships with staff, consultants, association members, volunteers and medical and public health colleagues.
- Demonstrated success in all aspects of project management and proposal development.
- Strong organizational skills and experience managing multiple tasks and projects.
- General understanding of post-graduate physician education training programs.
- General understanding of public health and health systems transformation activities strongly preferred.

Why work for ACPM?

Be part of an essential and high profile medical specialty! Public health and health systems value the leadership role of preventive medicine to promote healthy lifestyles and population health. In addition, ACPM offers a comprehensive and competitive benefits package and a work environment and culture that values trust, accountability, impact, respect and joy.

To apply:

If this position sounds like a great fit for you and you're excited to make an immediate impact at ACPM, please send a resume and cover letter to careers@acpm.org and reference Project Director in the subject line.