Program Manager

Mission of Organization
As the leader for the specialty of preventive medicine and physicians dedicated to prevention, ACPM improves the health of individuals and populations through evidence-based health promotion, disease prevention, and systems-based approaches to improving health and health care.

Vision Statement – Public health and health systems value the leadership role of preventive medicine to promote healthy lifestyles and population health.

Mission Statement – The mission of ACPM is to represent and support preventive medicine physicians in their role as public health and health systems leaders.

Position Summary
The Program Manager develops and writes proposals and manages ACPM’s grant work funded through a portfolio of projects with the Centers for Disease Control and Prevention (CDC). This position is responsible for meeting all project deliverables, preparing grant reports, and serves as a contact for all CDC activities.

Position Functions and Responsibilities
• Develop and implement CDC’s project deliverables.
• Day-to-day management of public health program grants and proposal development.
• Provide required staff support and coordinate logistics to ensure timely completion and delivery of high quality educational products.
• Day-to-day management of grant funded Advisory Council and Task Forces Committee work guiding the discussion to ensure adherence to ACPM’s strategic plan.
• Provide staff support to help complete position statements or other activities as directed by the Board.
• Act as liaison to Residency Program Directors by engaging volunteers and members to advance the work of the College and to properly meet the educational needs of resident.
• Identify topics and write relevant news articles for monthly ACPM Newsletter; suggest posts for ACPM’s social media.
• Suggest and carry-out opportunities to promote ACPM externally to increase brand and visibility of College’s core initiatives, programs and products.
• Participate in external meetings and briefings to promote ACPM and use these opportunities for professional development.
• Contribute to the overall success of ACPM by performing all other essential duties and responsibilities as assigned.

**Knowledge, Skills & Abilities**
• Excellent verbal, written, and interpersonal communication skills.
• Professional demeanor and experience working on a high-performing team.
• Ability to establish and maintain positive, collaborative relationships with 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 physician education and public health training programs.
• General understanding of grants management, program development and case study evaluation.

**Requirements**
• Minimum of 5-7 years of applicable experience.
• Experience working at or with a Federal Agency or under a federal grant.
• CDC experience strongly preferred.
• Experience in developing proposals and submitting grant requests through an on-line process.
• Bachelor’s Degree.
• PMP certification or working toward certification preferred.