



American College of Preventive Medicine  
physicians dedicated to prevention

## **Program Manager, Programs and Grants**

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 to serve as Program Manager to assist the Grants team by: planning and implementing project deliverables, developing and monitoring subcontracts and providing requisite reports. This position provides support to Committees and grant work funded by the Centers for Disease Control and Prevention (CDC).

### **Is this role for you?**

The Programs and Grants Program Manager is a dynamic role and exciting opportunity for someone with a strong team-centered work ethic; multi-tasking skills; excellent communication and people skills. 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.

### **Do these things interest you? Your key responsibilities include:**

- Developing and implementing CDC's project deliverables.
- Day-to-day management of public health program grants and proposal development.
- Providing 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.
- Providing staff support to help complete position statements or other activities as directed by the Board.
- Acting 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 residents.
- Identifying topics and write relevant news articles for monthly ACPM Newsletter; suggest posts for ACPM's social media.
- Suggesting and carry-out opportunities to promote ACPM externally to increase brand and visibility of College's core initiatives, programs and products.
- Participating in external meetings and briefings to promote ACPM and use these opportunities for professional development.

- Contributing to the overall success of ACPM by performing all other essential duties and responsibilities as assigned.

### **What are we looking for?**

- 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.
- 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.

### **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](mailto:careers@acpm.org) and reference **Program Manager** in the subject line.