

Title: Senior Prevention Manager

Work Status: Exempt, 1.0 FTE

Salary: \$65,000

Location: This position is based in St. Paul Minnesota. Hybrid role with in-office, community, and remote work.

Reporting Structure: This position reports to the Executive Director. Direct reports: Prevention Coordinator.

Primary Duties & Responsibilities

The Senior Prevention Manager is a catalyst for advancing the prevention of FASD at the local and national level, using their talent and passion to help Proof Alliance grow our reach and impact in Minnesota and nationally using our fact-based prevention and public awareness campaigns. This position will play a key role in developing and implementing the business model and infrastructure to expand current prevention programming to the national level. They will provide strategic leadership, operational management, implementation and evaluation of Proof Alliance's prevention strategy and programming. They will be both an internal and external champion for prevention work, with a focus on "up-stream" messaging and reach.

Leadership (20%)

- Work collaboratively with the leadership team to develop, implement and evaluate the prevention strategy, goals and workplan.
- Provide strategic leadership, operational management, implementation and evaluation of Proof Alliance's prevention programming.
- Work in collaboration with other departments to mobilize the staff, board and community volunteers to achieve annual prevention goals.
- Supervise prevention staff.
- Engage, recruit, train, mobilize and manage community volunteers.

Partnerships (40%)

- Partner with local and national health systems, payers, quality improvement organizations (QIO's) to advance prenatal alcohol exposure education, screening, and intervention (e.g. develop and implement best practices, clinical guidelines, reimbursement/payment models).
- Create strong local and national partnerships to advance the prevention of prenatal alcohol exposure, particularly partners serving underrepresented communities. (e.g. public health, school systems, faith communities, businesses, community-based organizations, legislators, experts in the field).

Program Development & Management (40%)

- Program Development/Scale: Partner with the leadership team to develop and implement the business model and infrastructure to expand current prevention programming to the national level.
- Public Awareness: In collaboration with marketing/communications, develop, implement and evaluate local and national public awareness campaigns, including the distribution of public awareness materials (e.g. prevention toolkit, PSA's, social media content, fact sheets and strategy guides, website content).

- **Professional Training:** In partnership with the Program Director and Professional Education Staff, grow and scale Proof Alliance’s professional training programs, identify prevention conferences to present to.
- **Prevention Grants:** Manage Proof Alliance’s prevention grants program (e.g. College Ambassador Grants, Family Centered Long Term Recovery Grants). This includes RFP distribution, review, and selection, as well as managing grantee activities/progress, and tracking budgets.
- **Funding:** Identify potential funding sources and write (or contribute to) prevention funding proposals and reports.
- **Prevention Policy:** Collaborate with the public policy team to help shape and support public policy related to prevention.
- **Community Outreach/Engagement:** Partner with the Prevention Coordinator to 1) identify community outreach/engagement opportunities to promote prevention (e.g. alcohol industry events, community events), and 2) grow and mobilize outreach/engagement volunteer base to serve as table hosts for such events.

Experience & Qualifications

- 5+ years of prevention, public health, or similar professional experience
- 5+ years of program management (including budget management/tracking) and program development (growing reach, building capacity, scaling best practice, building infrastructure)
- 5+ years of staff management and development
- Proven experience growing new partnerships, preferably at the national level
- Ability to travel throughout Minnesota 10-20% (day trips, occasional overnights) and nationally on occasion, and access to reliable transportation to support this (e.g. access to public transportation).
- Demonstrated knowledge of and experience in areas of health equity, disparities, intercultural competency, diversity, equity, and inclusion.
- Demonstrated experience in cross-functional collaboration (e.g. with team members in communications, finance, programs, and public policy).

Additional Information

Proof Alliance is an equal opportunity employer and values a diverse and inclusive work environment. Proof Alliance offers a family-friendly work environment and a complete benefits package that includes generous time off, medical & dental insurance, short- and long-term disability, life insurance and an IRA match. The selected candidate will need to pass a background check for violent offences and offences against vulnerable populations.

HOW TO APPLY

Please email Jennifer Stieve, Director of Finance & Administration:

1. Your resume, **and**
2. Two to three paragraphs (in the body of the email) telling us why you are interested in this position with Proof Alliance and how you believe you meet the qualifications.

Email: Jennifer.Stieve@proofalliance.org