

## **PHIP Project Manager**

The Fund for Public Health in New York City (FPHNYC) is a 501(c)3 non-profit organization that is dedicated to the advancement of the health and well-being of all New Yorkers. To this end, in partnership with the New York City Department of Health and Mental Hygiene (DOHMH), FPHNYC incubates innovative public health initiatives implemented by DOHMH to advance community health throughout the city. It facilitates partnerships, often new and unconventional, between government and the private sector to develop, test, and launch new initiatives. These collaborations speed the execution of demonstration projects, effect expansion of successful pilot programs, and support rapid implementation to meet the public health needs of individuals, families, and communities across New York City (NYC).

### **PROGRAM OVERVIEW**

In December 2014, the New York State Department of Health selected FPHNY to lead the New York City Population Health Improvement Program (PHIP) in partnership with DOHMH, the United Hospital Fund, and the New York Academy of Medicine. The PHIP will promote health equity as well as the “Triple Aim” of better care, lower health care costs, and better health outcomes for New Yorkers.

One of the goals of the New York City PHIP is to generate broad community and stakeholder participation in advancing Take Care New York (TCNY). TCNY is the City’s blueprint for advancing health equity and giving everyone the chance to lead a healthier life. TCNY was first launched in 2004 and since then has been updated periodically with new goals that promote the health of all New Yorkers.

PHIP is funded by a grant through New York State Department of Health that ends on March 31, 2020 - this is a temporary position that will end on March 31, 2020 and is housed at the New York City Department of Health and Mental Hygiene in Long Island City.

### **POSITION OVERVIEW**

Reporting directly to the Executive Director of Administration, the Project Manager will oversee the tracking and reporting of the PHIP grant and program activities.

### **RESPONSIBILITIES**

- Manage day-to-day logistics of the Population Health Improvement Program, tracking project milestones and assuring coordination and communication among all stakeholders;
- Write and disseminate reports and briefs to keep leadership, funders, and stakeholders apprised of progress;
- Manage the subcontract application review, subcontract execution, review of subcontract expenses, and reporting;

- Coordinate progress reports to all stakeholders to ensure timely submission of invoices and deliverables;
- Compile and submit reports to FPHNY and New York State as per the requirements of the PHIP grant;
- Provide logistical and staffing support to a high-level project steering committee that includes external partners representing health care and public health; identify key issues and help develop agendas for these groups;
- Provide administrative support to the Take Care New York team; and
- Perform other administrative duties as needed

### **QUALIFICATIONS**

- MPP, MPA, or MPH with a specialization in health care administration or policy
- 2+ years professional experience coordinating grant and/or contract activities
- Excellent project management skills, customer service and relationship management
- Excellent written and oral communication skills, detail-oriented, ability to work both independently and collaboratively on a team
- Experience in contract or program monitoring and/or management
- The candidate should be comfortable working with individuals in both health care and public health settings. Should be able to work both independently and collaboratively in a team.
- Proficiency in Microsoft Office (Excel, PowerPoint, Word and Outlook) is expected

### **SALARY**

The salary range for this position is commensurate with candidate's education and related experience.

### **TO APPLY**

To apply send Resume with Cover Letter to [publichealthjobs@fphnyc.org](mailto:publichealthjobs@fphnyc.org) indicating "PHIP Project Manager\_your name" in subject line. We ask that you do not contact our staff directly and no phone inquiries please. Applicants who best match the position needs will be contacted.

***The Fund for Public Health in New York City is an Equal Opportunity Employer and encourages a diverse pool of candidates to apply.***