



**Position Title:**            **National Manager, Programs**

**Reports to:**                **National Assistant Director, Programs**

The American Liver Foundation's mission is to promote education, advocacy, support services and research for the prevention, treatment and cure of liver disease.

**Job Description:**

The National Manager, Programs is responsible for the management of key aspects of ALF's national program initiatives. As directed by the National Assistant Director, Programs, the National Manager, Programs will provide support and input into the overall program strategy for the organization and will assist with creating, securing funding for and implementing national program initiatives and the management of programmatic funds received by the organization for national program initiatives.

The National Manager, Programs will be responsible for the oversight of the organization's National Patient Advisory Committee

**Qualifications:**

- 3-5 years of non-profit experience
- Strong project management and program development skills
- Experience in implementing educational programs and/or non-profit program initiatives
- Ability to develop complex, multi-level implementation plans
- Experience developing, managing and reporting program evaluation data
- Relevant knowledge of health issues; public health and liver disease preferred
- Ability to launch and manage projects to completion
- Experience in database management
- Experience managing grants and contracts preferred
- Experience managing volunteer staff preferred
- Experience in creating and managing budgets associated with program initiatives preferred
- Strong interpersonal skills
- Strong communication skills; written and oral
- Strong organizational skills; attention to detail

### **Responsibilities:**

- Assist in implementing the program strategy for the organization, with specific responsibility over select components.
- Implement and participate in the evaluation of national program initiatives.
- Assist with implementation, as well as refinement of existing ALF programs to provide information to the general public, patients/families and health care professionals.
- Participate in the process of creating ALF educational materials, web site information and other materials.
- Management of the National Patient Advisory Committee.
- Assist the National Assistant Director, Programs with the activities of the National Medical Advisory Committee.
- Assist the National Assistant Director, Programs with the development and management of advocacy initiatives, including the organization and execution of ALF's Advocacy Day.
- Provide technical assistance to division staff in the areas of program development, implementation and evaluation.
- Assist National Assistant Director, Programs with outreach strategies, alliances and collaborative relationships with constituency-based organizations and state, local and federal public health as needed.
- Perform other duties as may be required to fulfill the mission of ALF.

### **POSITION REQUIREMENTS:**

**Related Skills or Knowledge:** Self-starter and highly motivated. Excellent interpersonal, communication, presentation and organizational skills. Proficient computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Publisher).

#### **Education:**

Bachelor's Degree in Public Health, Health Promotion and Education, Social Work or other health/social sciences required.

**Experience:** 3-5 year of program planning, implementation or evaluation experience, or other work directly related to mission delivery with not-for-profit organizations.

**Position Term:** Full-time position. Position will be based in ALF's National Office in New York.

**Work Environment:** Must be willing to work a flexible schedule including some evenings and weekends.

**Transportation:** Driver's license necessary for this position.

Please send your resume, cover letter and salary requirements to Megan Glynn, National Assistant Director, Programs at [mglynn@liverfoundation.org](mailto:mglynn@liverfoundation.org). Resumes will be accepted until the position is filled.