**Manager of Planning and Partnerships**

Generate Health mobilizes and inspires the St. Louis region to advance racial equity in pregnancy outcomes, family well-being, and community health. Generate Health is seeking a **full-time Manager** **of Planning and Partnerships.**

**Purpose:** Reporting to the Director of Planning and Partnerships, the Manager of Planning and Partnership will translate community priorities into scopes of work and requests for proposals, facilitate the community review process and follow through to award by the funder. This role develops and maintains community and organizational partnerships to promote investment opportunities and identifies opportunities for strategic partnerships. This position is critical in ensuring the community directs the funding decisions to allocate resources to priorities that will achieve the north star of zero racial disparities by 2033.

**Responsibilities**

***Partnership Development and Relations***

* Build and maintain community and organizational relationships to promote available funding opportunities
* Engage applicants and funded partners as strategic participants in the [FLOURISH](https://www.flourishstlouis.org/) network
* Facilitate opportunities for funded partners to collaborate and share learnings
* Coordinate with Community Leaders Cabinet to ensure FLOURISH priorities are translated into funding proposals
* Identify and share grantee successes, challenges, and learning needs with the FLOURISH team for amplifying progress and accelerating the translation of learning to practice
* Ensure decisions are documented and communicated to funders and stakeholders

***Grants Administration***

* Identify and develop strategies to optimize a grants administration process including creating process and procedures
* Coordinate community led review committee in making funding decisions that advance racial equity
* Contribute to the development of marketing and promotion efforts to enhance awareness of grant opportunities
* Facilitate informational sessions about funding available and grant process
* Provide technical assistance to potential grantees
* Monitor grantees’ attainment of contract milestones and advise grantees on the execution of their grant agreements

**Knowledge, Skills and Abilities:**

* Bachelor’s degree, minimum of 3 years of grant management experience
* Strong interpersonal skills and proven ability to work with diverse stakeholders
* Able to apply a racial equity lens to address structural inequities, privilege and power dynamics in the work
* Excellent project management skills
* Excellent group facilitation skills
* Strong written and oral communication skills
* Strong budget development and fiscal management skills
* Proficient in using computers with related knowledge of software programs and Internet

**Competencies Required**

* *Strategic orientation* – keeps big picture in mind when creating solutions, focus on needs and priorities of community as a whole, future oriented
* *Interpersonal savvy* — relates well to all kinds of people, builds effective relationships; uses diplomacy and tact, can diffuse high tension situations, steps up to conflict, find common ground and get cooperation, listens before judging, demonstrates respect for opinion of others, keeps people informed and up to date; communicates effectively verbally and in writing in a variety of settings; manages group process
* *Partnership builder* - Identifies opportunities and takes action to build strategic relationships internally and externally, Identifies partnership needs, exchanges information with potential partners, collaboratively determines mutual goals, facilitates partnership agreements, nurtures partnership
* *Collaborative leadership* – Promotes and generates cooperation among one’s peers to achieve a collective outcome, fosters the development of a common vision and fully participates in creating a unified team that gets things done
* *Innovation* – challenges the status quo, creates or seizes opportunities to improve effectiveness and outcomes, applies creative problem solving; takes smart risks and learns from mistakes
* *Politically astute* - tactful and attentive to the perspectives and competing interests of various internal and external stakeholders
* *Planning, organizing and measuring* – sets goals and measures, tracks progress, able to handle multiple activities at one time, uses resources effectively, can marshal resources to get things done, follows up to ensure results, provides sense of priorities, knows how to organize people and activities; knows what to measure and how to measure it
* *Continual and active learner* – grasps new information, seeks new sources of information to expand knowledge, skills and abilities, integrates knowledge into work, seeks improvement, makes complex understandable
* *Diversity* – supports and promotes environment that holds opportunities for all. Actively seeks opinions and ideas from people of varied background, experience, values, and enthusiastically works with all employees, partners and clients.

**Type of work environment associated with the job**-Temporarily remote through August 2021. Candidates located in the St. Louis region will be considered.

**To apply, send cover letter and resume to** **info@generatehealthstl.org****. Please no phone calls.**