



Senior Manager, Newborn Screening Initiatives

Classification: Professional, full-time employment

Benefits: Paid vacation, all federal holidays off, medical, dental, and vision insurance, long-term disability, life insurance, flex plan, and employee-contributed/employer match 403b plan

Location: Remote

The Role: [Expecting Health](#) is seeking a highly motivated, organized, problem solver to fill the role of Senior Manager for our newborn screening (NBS) Initiatives. This person is passionate about replacing the fear and confusion families face in the healthcare system with confidence and agency. In this role you will have the opportunity to build upon a successful portfolio and create and implement strategies that help women and families navigate the healthcare system, work with national partners on campaigns and bring a family focused approach to numerous projects. Responsibilities include research and data management, developing outreach and engagement strategies, helping expand our programmatic portfolio, and serving as a point of contact for several national and state partners. There will be significant opportunity for professional growth for someone looking to make a lasting contribution to our organization.

The ideal candidate is a natural organizer, implementer, and thrives off of connecting with different communities. The ability to work with a range of stakeholders and be self-directed is essential. The position requires interpersonal and organizational skills, independent judgment, careful attention to details and deadlines, and the ability to work in a team-oriented environment. The successful candidate is an avid doer who is professional, resourceful, and comfortable taking initiative and anticipating the needs of others.

WHAT YOU'LL DO:

Content Strategy, Development, and Execution

In partnership with the program team, you will work on strategic planning for NBS program portfolio expansion including identifying emerging topic areas to address.

- Monitor and update national resources such as [Baby's First Test](#)
- Identify focus areas for NBS communication and content development
- Develop protocols for adding digital content for multiple dissemination channels
- Collaborate with internal and external stakeholders to define and create campaigns in various media forms.

Program and Partner Management

In partnership with the program team, you will work to establish and expand upon education, communication, and content development opportunities with other organizations and initiatives (corporate, philanthropic, and federal)

- Create educational and engaging materials

- Manage inquiries and requests for partnership opportunities
- Work with staff to develop goals and plans for new projects
- Aid in budget development and implementation
- Serve as a thought partner to support decision making and problem solving
- Work with partner organization communications teams on campaigns and contracted activities
- Oversee key campaigns related to awareness months including:
 - Updating toolkits
 - Reaching out to partners for collaborative opportunities
 - Track and report on reach and engagement
 - Draft measures and key success indicators
- Manage communication/education related contracted projects including meeting deliverables and strategizing on best approaches to product quality family focused products.
- Represent organizations at key meetings and on NBS specific committees and workgroups

WHO WE'RE LOOKING FOR:

- Minimum of 3-5 years of Program management experience, including reporting, evaluation tracking, research/project design, measure development, managing vendors, and proposal writing
- Advanced degree or equivalent direct experience in community/family/patient engagement, health, advocacy, women's, maternal child health, or genetic health educations is required.
- Experience in:
 - Producing high quality content including family stories, guides, one-pagers, video scripts and storyboards, program talking points, presentations, etc.
 - Working with multiple stakeholder to produce information sessions, reports, and other products
 - Anticipating, balancing, supporting, and prioritizing the needs of multiple projects and partners
 - Managing vendors, especially digital production agencies
- Ability to travel 15%-20%
- Strong organization skills with the ability to effectively handle frequently changing priorities
- Mature and detail-oriented with the ability to work both independently and with a team
- Creative problem solver with a positive outlook and "can-do" attitude
- Superior interpersonal, written, and verbal communication skills
- Basic knowledge of website content management
- Must possess good judgment and discretion with confidential and sensitive information

- Must possess the poise, capability, and professionalism to represent the organization exceedingly well while working closely with high-level officials as well as public stakeholders
- Preferred but not required:
 - Proficiency in software programs such as Google Suite/ Analytics, Canva, Mailchimp/ email marketing platforms
 - Bi-lingual/ Proficiency in Spanish both written and spoken

Why Expecting Health:

[Expecting Health](#) was created with a simple idea: families deserve and should expect more – more support, more guidance, more opportunities, and better health. This is a one-of-a-kind organization, focused on improving the healthcare system for families with roots in both the maternal and child health space and the ever-expanding genomics sector. This combination positions us to share science-based and policy-informed information that integrates the lived experiences of individuals and their families. We do this through the power of relationships; convening the top experts; working with key leaders in health; and engaging with families and communities at the center of the conversation. We believe that new and expecting families, regardless of makeup, income, or background, should and deserve to expect health. We simply don't think it needs to be this hard.

How to Apply: Please send your cover letter, resume, and a sample of content/material development to careers@expectinghealth.org with '2022 NBS Manager Application' in the subject line by September 7th.