



ALL ALASKA
PEDIATRIC
PARTNERSHIP

All Alaska Pediatric Partnership Community Relations Manager

Principal Responsibilities: The Community Relations Manager has the principal responsibility of building strong working relationships on behalf of the All Alaska Pediatric Partnership (A2P2) and its programs with partner organizations, communities, government and policy makers. This position leads the marketing and community relations efforts of the organization, building brand awareness and promoting A2P2's mission through communication and advocacy activities.

POSITION DETAILS

Reports to: Director of Programs

Supports: Executive Director, Director of Programs, Director of Administration and Finance, Community Relations Coordinator, Partnerships Coordinator, HMG-AK Program Manager and Family Support Specialists

Oversees: Community Relations Coordinator and Partnerships Coordinator

Location: Anchorage office (Hybrid)

FLSA Classification: Exempt; Salary, Full-Time

Compensation: \$70,000-\$80,000

Benefits: Competitive benefits program includes medical, dental, vision, HSA, generous PTO plan and 11 paid holidays, 403B retirement plan and employee assistance program.

Closing Date: Open until filled. First review of applicants on August 28, 2023

RESPONSIBILITIES

Community Relations Manager Accountability:

1. Initiating, developing and nurturing working relationships with A2P2 partners and stakeholders to support operations.
2. Setting measurable program goals and developing an annual Community Relations Workplan that is in line with the A2P2 strategic plan and supporting the Community Relations team to meet and measure those goals.
3. Ensuring Community Relations program budgets are developed and adhered to.
4. Coordinate with the HMG-AK Program Manager to oversee and implement all HMG-AK outreach in alignment with national fidelity model, including traveling statewide to build relationships with agencies and communities, identifying referral sources for families accessing the HMG-AK Centralized Access Point.
5. In coordination with CR Program staff, collecting and sharing information about programs and services available, contributing content to the A2P2 database of pediatric services statewide.
6. Working with data to identify gaps and barriers to support targeted development of annual marketing, outreach and advocacy plans with measurable benchmarks for success.
7. Overseeing the planning, budget development, and implementation of events, including the annual symposium, Partnership Meetings and working groups.
8. Participating in advocacy activities, including legislative visits and overseeing coordination of legislative events (i.e. fly-ins or hosted events).

9. In collaboration with the Director of Administration and Finance, developing annual strategic goals and plans for event sponsorships and private funding contributions, identifying and successfully attracting contributions from event sponsors.
10. Providing final-level editing on proposed outreach and communications content, coordinating changes to core messaging strategies with the Executive Director and Director of Programs.
11. Assisting and supporting the management team in grant writing and reporting, to include grant budget management of Community Relations grant awards.
12. Communicating effectively with the community and external partners, representing the A2P2 brand message professionally and consistently.
13. Supervise the Partnerships Coordinator in the facilitation of the Early Childhood Network (ECN) and Home Visitors Alliance collaborative partnerships and other interagency workgroups as appropriate.
14. Effectively supervising, coaching and mentoring the Community Relations Coordinator and Partnerships Coordinator, conducting regular performance evaluations and working with them to identify goals and professional development opportunities.

ORGANIZATIONAL STANDARDS

1. We are guided by our mission: Transform systems of care and increase equitable access to health care and related services to ensure all Alaska’s children reach their full potential.
2. Our mission can be fulfilled only through successful partnership with communities and service providers statewide. We are individually responsible for supporting these collaborative and cooperative relationships.
3. We value systems and procedures and understand the importance of utilizing current procedures consistently so they may be accurately evaluated and continually improved.
4. We are continually improving, seeking innovative ways to achieve our purpose while understanding that the best evolution of systems and processes is iterative and based on data and experience.
5. We are data driven; capturing information, tracking activities, reporting and analyzing data are regular recurring activities.
6. We are Alaska focused – fulfilling our purpose is a statewide effort with a sense of community “close to home.”
7. All client materials and information will be held as *strictly confidential* and will be appropriately secured.
8. Employees are encouraged to recommend ideas for the vision of the organization, innovations and improvements within their department and position that are consistent with our core purpose.

EDUCATION AND EXPERIENCE:

- Bachelor’s degree in Public Administration, Public Health, Health Care Administration, Education, Public Policy, Social Work, Communication, Business, Social Sciences or other relevant fields.
- A minimum of five years’ experience in leadership and/or program management.
- Proficient in Microsoft Office Suite with the demonstrated ability to learn new software applications.
- Experience successfully supervising employees.

PREFERRED BUT NOT REQUIRED:

We recognize an ideal candidate may not possess all the experience and knowledge listed in this description. The following are areas in which experience is preferred but not required:

- A minimum of three years' experience in fund development, grant-writing and/or grant management.
- Experience working with diverse communities and demonstrated leadership working towards equity and inclusion.
- Experience and working knowledge of all facets of non-profit operations.

SKILLS, KNOWLEDGE AND ABILITIES

- Strong motivation and initiation skills and ability to work independently.
- Excellent communication and interpersonal skills, both written and verbal, and the ability to effectively present information and respond to questions from all levels and sources.
- Ability to work with diverse groups of individuals across sectors to effectively provide information, identify problems and develop feasible solutions.
- Strong organizational skills.
- Demonstrated ability to manage and track workplans and budgets.
- Analytical and problem-solving abilities, organization skills.
- Demonstrated personal and interpersonal qualities that support the mission and core values of the organization.
- Ability to use computer programs and data systems to accomplish tasks, manage schedules, and organize multiple and complex program components.

NOTES

Travel: Travel in and out of state will be required up to 25% of the time. Some travel to rural locations may occur in small aircraft.

Nature of Employment: Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. All Alaska Pediatric Partnership is an at-will employer.

HOW TO APPLY

Qualified applicants may send their cover letter and resume to employment@a2p2.org. The position is open until filled; however, cover letters and resumes will be reviewed on August 28, 2023.