



The National Hispanic Health Foundation is looking to hire a **Programs Manager**. The Programs Manager will oversee day-to-day responsibilities across a wide range of NHHF programs. The Programs Manager should be an energetic, entrepreneurial, and highly motivated professional. Previous professional experience and non-profit experience are required. Self-motivation, flexibility, attention to detail, and successfully handling multiple projects are essential to this position.

Reporting to NHHF President, this role's largest responsibility is the management of the Hispanic Health Professional Student Scholarship program and two NHHF Annual Galas (East and West coast), the Lubriderm Skin Scholarship, developing the NHHF National Center of Hispanic Health Research, and working as a liaison with the National Hispanic Pharmacist Association.

The Programs Manager will supervise NHHF staff. The role requires the candidate to be a self-starter, problem-solver, and have the ability to take ownership over programmatic needs. The candidate should have a strong interest in programmatic work and be willing to learn and grow within the role.

Responsibilities

- Manage and lead Hispanic Health Professional Student Scholarship program & Lubriderm Skin Scholarship
- Serve as liaison to National Hispanic Pharmacists Association by providing technical support, managing membership, working in partnership with NHMA communications team for NHPA deliverables
- Oversee deliverables of multiple projects at once
- Balance competing deadlines
- Review tasks from programs coordinators and interns
- Manage tasks for competing programs
- Maintain organized calendar for events, reports, and deliverables
- Monitor progress of multiple programs and be able to report on successes to partners and staff
- Draft reports for programs and discuss evaluation
- Identify, strategize, and leverage new partnerships to enhance existing programs
- Assist in grant and proposal tracking and metrics
- Create new and innovative ways for the team to stay organized and efficient in the execution of program goals
- Develop and maintain databases and contact lists
- Record and transcribe minutes for NHHF/NHPA meetings as needed
- Provide research support as requested
- Manage logistics and handle the execution of NHHF's Annual Galas
- Support all NHHF/NHPA events, conferences (Virtual or In-person)



- Assist in preparation of proposals for funding and/or funding continuation from outside sponsors
- Assist in the development of workshops, meetings, or conferences
- Interact and maintain relationships with medical students, pharmacy students, faculty, staff, and/or outside community agencies in facilitating program objectives

Requirements

- Bachelor's degree required; Master's degree preferred
- Bilingual preferred
- 4+ years of nonprofit communications experience required
- 2+ years of grant management experience required
- 2+ years of scholarship management experience required
- 2+ years of event management experience preferred
- Membership experience preferred
- Experience with G-Suite and Slack preferred
- Strong understanding of social media platforms
- Ability to work in the DC office

Our Ideal Candidate

- Familiar with or interested in working with the Hispanic community and medical professionals
- Organized with strong critical thinking skills
- Able to professionally engage and respond to a broad range of stakeholders, including Hispanic medical professionals and partners, to provide excellent and timely customer service
- Strong organizational management skills
- Strong scholarship management and grant management skills
- Desire to learn and grow as a professional
- Detail-oriented with excellent time management and organizational skills;
- Clear and accurate communication skills (verbal and written)
- Reliable, Dependable, and Highly energized with the ability to work in a fast-paced environment and meet tight deadlines
- Desire to promote NHHF programs
- Positive attitude with a will to learn and be a team player
- Ability to complete projects efficiently and independently with minimal supervision
- Thrives in a high-paced environment and does not get overwhelmed easily
- Self-motivated and can juggle a diverse portfolio of programs
- Problem solver and creative thinker

Benefits



Salary based on experience (up to \$70,000 maximum). 100% payment of health insurance packages with vision, dental. 401K plan. Two weeks of vacation and two weeks of sick leave.

To Apply

Please submit a cover letter and resume in PDF format to Jobs@nhmamd.org and include “NHHF Programs Manager” in the subject line.