

## ABCD Open Position: Senior Program Manager

### About ABCD

Assuring Better Child Health and Development (ABCD) is a Colorado-based nonprofit organization dedicated to enhancing child health by building connections across healthcare, community agencies and early childhood systems to expand best practices.

### Our Values

At ABCD, our core values guide everything we do. We **center children and families**. We are **responsive to the diverse needs** of families, providers and communities. We value and promote strong relationships and **relational health** – within our team and with the families and partners we serve. We practice **humility** by embracing feedback and being open to learning from our experiences, and acknowledge that we're on a continuous journey toward equity. We take bold steps and embrace innovation, understanding that **being brave and trying new things may involve risks**.

### Position Summary

The Senior Program Manager will provide strategic leadership and oversee the implementation and impact of ABCD's programs and initiatives, including HealthySteps (HS). As the Colorado State Intermediary for HealthySteps, this role will enhance ABCD's efforts to improve access to early-childhood care models, ensuring the healthy development of children across the state. This role reports to the Program Director and involves supervising staff, and engaging in collaborative efforts to drive data-informed improvements, program content, grant writing and the development and delivery of training and professional development.

### Roles and Responsibilities

#### **Management, Coaching, and Staff Development**

- Cultivate a positive and supportive program team culture rooted in ABCD's values.
- Provide ongoing guidance, support and reflective coaching to staff, supporting program implementation and their professional growth and development.
- Curate team meeting agendas, notes, and action items to promote collaboration across the team, ensuring alignment with ABCD's strategic goals and objectives.

#### **HealthySteps**

- Work closely with the ABCD HealthySteps team to create and implement scalable, customized technical assistance plans and strengthen family engagement and experience at each site, utilizing qualitative and quantitative data.
- Ensure that site protocols align with the Zero to Three National Office standards and support the integration of new requirements into HealthySteps Colorado.
- Offer guidance on data use to drive program improvements at HealthySteps sites.
- Help address gaps in child and family screening and referral processes, fostering comprehensive health support systems.

#### **Data and Evaluation Oversight**

- Manage day to day activities for grant funded projects and oversee ABCD's data collection, measurement and evaluation, ensuring actionable insights for programmatic success.
- Monitor program data and offer recommendations to program staff.
- Facilitate continuous quality improvement cycles (Plan-Do-Study-Act).

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### Family Engagement & Experience

- Co-develop and implement strategies to enhance family engagement and recruitment efforts, creating strong connections between families, HealthySteps sites, and ABCD initiatives.
- Monitor family engagement efforts, ensuring data is collected and managed by project.
- Ensure that family-centered practices are integrated into every aspect of the program, from support services to communication.

### Training and Professional Development

- Design and deliver engaging and educational content for webinars, workshops, and conferences aimed at staff, partners, and other stakeholders.
- Create visually appealing presentations using tools like Canva, tailoring content to diverse audiences and learning environments.
- Lead training and professional development sessions for HealthySteps sites and other partners, focusing on program improvements and effective service delivery.
- Manage the distribution of training materials and updates using platforms such as Mailchimp, Memberspace, and Asana.

### Project Management

- Oversee project timelines, ensuring that all program deliverables are met.
- Use project management tools (e.g., Asana) to coordinate tasks, track progress, and manage team responsibilities.
- Facilitate clear communication between teams and external partners to ensure seamless coordination of program activities.

### Required Skills & Experience

- Experience managing and/or providing reflective supervision to individuals and teams.
- Strong background in developing and implementing strategic plans, roadmaps, or project plans.
- Experience providing training and technical assistance to adult learners, particularly in early childhood or pediatric care.
- Proficiency with Microsoft Office and Google Workspace.
- Strong communication skills, including oral and written communication (grant writing experience preferred).
- Experience with data collection, analysis, and reporting.
- Ability to take initiative, work independently, and be self-directed.

### Preferred Skills & Experience

- Proven experience in program management, particularly in health-focused, evidence-based programs in maternal and child health, early childhood, or public health.
- Expertise in communications and content development for diverse audiences, with the ability to present data insights effectively.
- Technical skills with platforms such as Canva, Mailchimp, Zoom, Eventbrite, and Asana.
- Familiarity with Colorado's Early Intervention, Child Find systems, Pediatric Primary Care or HealthySteps
- Quality improvement facilitation experience.
- Experience managing or supervising culturally and/or linguistically diverse teams.

### Required Education:

Master's Degree in a related field

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**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:** ABCD operates in a hybrid work environment based in Denver, Colorado. Our staff works remotely within the state. Employees are generally expected to attend an average of 3-5 in-person meetings per month, which may include staff meetings, retreats, program-related meetings or other essential team activities. Team members work collaboratively to determine the frequency of these in-person engagements. To support remote work, all staff receive a quarterly remote work stipend to help maintain an effective home office, including stable internet access and necessary equipment. We prioritize a collaborative and supportive atmosphere, ensuring our team can thrive, whether working in-person or remotely.

**Professional Development:** ABCD is dedicated to professional development for all staff, including regular opportunities for training, coaching and attendance at applicable conferences and workshops.

**Documentation:** Candidate must have a valid Colorado Driver's License, reliable vehicle, and proof of Colorado auto insurance. Employees must be able to pass a comprehensive background check and provide evidence of COVID-19 vaccination.

**Start Date:** November 2024

**Employment:** 1.0 Full Time

**Salary:** \$80,000-\$85,000 based on related education and experience

**Benefits:** Medical/Dental/Vision/Life Insurance/Short- and Long-Term Disability / Telehealth / LifeLock / 401k plus Paid time off benefits (holiday, sick, vacation).

Please send your resume and cover letter by October 17, 2024 to Eileen Auer Bennett, ABCD Executive Director [eileen@coloradoabcd.org](mailto:eileen@coloradoabcd.org)

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