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Employment - Job Description

December 9, 2008

Development Specialist II

The Public Health Institute (PHI) is a large non-profit public health organization conducting a broad range of public health research, training, and technical assistance programs in California, throughout the nation, and around the world. PHI is seeking a full time Development Specialist II (DS II) for the Cancer Prevention Nutrition Section's Network for a Health California program. This position is located in Sacramento, CA.

Under directions of the section chief and the Public Health Nutritionist III, the Development Specialist II will serve as the unit lead for Partnership Development for the Network for a Healthy California. The lead will develop and maintain Local Food and Nutrition Education Channel (LFNE) infrastructure, including oversight on the scope of work and programmatic concerns related to LFNE subcontracts; fostering new partnerships to create a strong, sustainable LFNE channel. This includes ongoing communication and coordination with Co-chairs and committee members of the Local Food and Nutrition Education Action Committee members, Regional Networks and Network Steering Committee members, and Network staff to provide a conduit that bridges LFNE and overall Network programs and goals. Partnership Development will also include organizing and facilitating three Local Food and Nutrition Education Action Committee (LFNEAC) meetings per year that includes inviting guest speakers relevant to current topics and goals, creating awareness concerning specific LFNE topics, a forum to share project and specific LFNE contract updates and successes; maintaining ties to other Network-funded projects through presentations and updates at Regional Networks, Network Steering Committee, and Network-funded trainings and meetings; and fostering and uniting current and new partnerships relevant to Local Food and Nutrition Education issues. Also, participation as Senior Staff representative for Partnership Development related to LFNE channel.

Duties & Responsibilities:

- Manage scope of work and programmatic concerns related to the LFNE contracts, working with the Network Research and Evaluation Team and research consultants; communication/triage for additional resources and staff, and directing contractors to Network staff, including research and evaluation, Regional Nutrition Education Coordinators, communications team for Nutrition Education Reinforcement Items (NERI), and other Network resources.
- Provide oversight of the FNEAC, including facilitation, inviting guest speakers, meeting coordination, and partnership development, which includes planning and coordinating three meetings per year and participating in other meetings that tie to FNEAC-related activities, and seeking new partners to support this channel.
- Provide program and technical consultation for the LFNE contracts, managing the Request for Application process (every other year), USDA inquiries, and other point of contact/communication issues. Consults with funded agencies in the development of budgets and monitors the development, implementation, and evaluation of LFNE projects.
- Assist in the development of the Request for Applications and the subsequent contract language ensuring all appropriate State, Federal, and intra-departmental policies and

regulations are incorporated. Reviews and completes assessment of submitted applications. Negotiates and recommends approval of contracts.

- Working independently or with others as assigned, perform research, conduct surveys and interviews, compile and interpret data, develop recommendations, and present clear reports of findings both orally and in writing related to LFNE projects and the FNEAC. Utilize project management skills to complete LFNE projects. Timely and accurately complete special projects as assigned. Maintain a work plan to track progress on project assignments. Provide weekly updates to unit manager. Notify unit manager and/or applicable person when sensitive or controversial issues arise, and/or as soon as it's apparent that agreed upon deadlines cannot be met.
- Represent LFNE channel for Network at state level meetings and conferences that pertain to hunger and food access and food stamp promotion, such as Food Stamp and Nutrition Education Outreach and Participation (FANOUT), Network Joint Steering Committee and Electronic Benefit Transfer (EBT) Farmers Market Advisory Group.
- Assist in writing case studies, narratives, and journal articles for this channel and/or other aspects of the Network.
- Performs other duties as assigned.

Qualifications:

- BA/BS in Nutrition, Dietetics, or related field.
- At least 3 years experience with contracts administration, grant writing, management and/or budgeting involving public health programs with state and community level organizations is required. Previous experience in public health education program preferred.
- Some experience working in collaborative public health initiatives involving multiple stakeholders, preferably at the state level.
- Strong organization skills and attention to detail.
- Advanced knowledge of Microsoft Word and Excel.
- Some experience working with financial/accounting systems.
- Solid understanding of accounting principals, practices and procedures.
- Some experience writing grant proposals.
- Ability to handle multiple and diverse projects under tight timeframes.
- Strong analytical and problem solving skills.
- Capable of exercising good judgment.
- Strong mathematical skills.
- Ability to work independently or as part of a team.
- Good decision making ability.
- Excellent verbal and written communication skills.
- Comfortable working with all levels of management.
- Effective oral presentation and group facilitation skills.
- Creative, resourceful and logical planning and implementation skills.
- Ability to maintain confidentiality and exercise discretion.

Compensation:

Salary is commensurate with experience. PHI offers a generous benefits package including

medical, dental, vision, short/long term disability insurance, life insurance, 403b (tax sheltered annuity) and partial subsidy of public transportation cost. For more information about PHI's benefits, please visit www.phi.org.

How to apply:

To apply for this position, click here [APPLY HERE](#) or go to PHI's Career Site at www.phi.jobs.

Only for applicants without access to the internet, PHI's mailing address for this position is listed below. Please send cover letter and resume by December 15, 2008 to:

Public Health Institute
555 - 12th Street, 10th Floor
Department #211, Oakland, CA 94607-4046
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NO PHONE CALLS PLEASE

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