OVERVIEW
The Community Referral Project Manager (Project Manager) is a part-time contract position focused on completing the deliverables of the Community Resource Referral Platform program. The Project Manager will lead research and initiatives that improve the effectiveness of and coordination around social service referrals in the community. This position begins as soon as possible and runs through June 30, 2022.

The Project Manager will conduct research into community resource referral platforms, powerful technologies that enable care providers to more easily refer patients to social service organizations. They will also work with local organizations to identify needs and gaps in services, programs, or existing resources, and work with community stakeholders to bring about long-term systems change for improving outcomes related to referral platforms. By leading the efforts of a collection of key stakeholders around some of the largest challenges associated with referral platform implementation, the Project Manager will help build a collaborative effort to improve easy and effective access to local services.

The Community Foundation is passionate about creating a strong, thriving and vibrant region by inspiring community members to give, making grants to strengthen nonprofits, and investing in long-term community initiatives focused on academic achievement, economic opportunity, and equity and inclusion.

The Project Manager will be responsible for:
- Leading the community resource referral platform coordination initiative
- Conducting research into referral platforms
- Assisting with developing a data management system for referral platforms
- Other duties as assigned

DUTIES AND RESPONSIBILITIES
- Conduct an assessment of available community resource referral platforms to support local providers looking to launch their own, and produce a comprehensive and accessible report
- Lead and drive coordinated efforts among local partners to improve community resource referral platform implementation and improve resident service
• Bring together healthcare providers, social service organizations, local government officials, and community representatives in order to identify significant challenges for referral platform implementation and initiate proposed solutions
• Support the Senior Director of Strategic Initiatives in establish a data collection and management system for aggregating data across referral platforms
• Build and value relationships with partners to create a shared vision for improving the use of referral platforms
• Partner with the other Initiative Coordinators at the Community Foundation who provide support for community care programs such as Project HOPE and the Brain Health Stakeholder group
• Develop a communications strategy that informs stakeholders and builds awareness
• Liaise with regional governing bodies and associations, and support regional efforts to improve referral platform implementation
• Operate within the budget and manage funding effectively
• All other duties as assigned

POSITION REQUIREMENTS
This position requires an outgoing, dynamic, highly organized and skilled employee who has a proven track record in organization, communication, strategic thinking, and being a strong team player. Desired skills include:

• Demonstrates excellent judgment and operates at a high level of personal responsibility and optimism
• Ability to conduct research, analyze information, and produce thorough and accessible reports that benefit local partners
• Ability to relate to and engage with a variety of stakeholders and external partners in a highly collaborative manner
• Ability to shift between strategic thinking and tactical planning
• Comfort with using data to inform decision-making
• Excellent written and oral communicator
• Self-motivated with high energy and the ability to balance demands related to multiple projects
• Demonstrated interest in effective collaboration between service providers and desire to continue learning
• Strong analytical skills
• Comfort engaging with technology platforms, and experience with community resource referral platforms a plus
• Demonstrated proficiency with Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint

HOW TO APPLY
Please send a resume and cover letter to Alex Baum at alex@dbqfoundation.org.

The Employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.