

TITLE:	Project Director
LOCATION:	Sacramento
DIVISION:	CMA Foundation
EXEMPTION STATUS:	Exempt
REPORTS TO:	Executive Director

Position Summary:

Direct and oversee grants and other projects. The Director will manage all components of programs for which they are responsible, including budget development and management, project tracking, reporting, and supervision of staff assigned to the project. The Project Director is also responsible for developing project ideas and pursuing funding, including grant writing.

Duties/Responsibilities:

- Develop project ideas and leads.
- Apply for and administer grants, including;
 - develop and monitor grant budgets
 - develop and oversee program structure
 - create and disseminate project material and toolkits
 - ensure grant deliverables are met
 - complete progress reports and project evaluation.
- Supervise staff and interns assigned to projects.
- Oversee internal communications related to projects, including updates to program partners and CMA Foundation Board of Directors.
- Oversee social media and web sites related to projects.
- Provide staff support to committees and advisory groups.
- Work with a multi-stakeholder group to plan, implement and evaluate programs.
- Stay informed as to latest policy developments in project areas.

Knowledge/Experience/Education:

- Bachelor's degree required.
- Advanced degree in public health or public policy desired OR three plus years applicable experience.
- At least three years of project management experience.
- Strong written and verbal communication skills.
- Must be able to work independently, but collaborate with colleagues.
- Computer skill in Microsoft Office: Access, Excel, Outlook, Power Point, Internet Explorer and Word.
- Experience managing staff preferred.



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- Knowledge and training in grant writing and budget management required.
- Sense of humor, team player and friendly demeanor highly desired.

Some travel required. Salary commensurate with experience.