



Position Title: Strategic Initiatives Director

Reports To: Executive Director, Nurture KC

Supervision Exercised: Volunteers, support staff

Position Function: This position is responsible for the following within Nurture KC:

Direct the Mid-America Immunization Coalition (MAIC)

- Coordinate the planning, implementation and follow-up of Mid America Immunization Coalition (MAIC) programs and activities
- Serve as a resource to and liaison for community professionals and families regarding vaccine-preventable disease and injury prevention
- Manage grant writing and fund-raising activities related to MAIC under the guidance of the Nurture KC Executive Director
- Manage the fulfillment of requirements of all program grants, and track outcomes
- Submit timely reports to grant funders
- Provide materials and information for communications and marketing, such as newsletter articles, press releases, publications, letters to the editor, social media, etc.
- Provide direction and oversight for support staff related to MAIC meetings
- Oversee functioning of community coalition composed of key professionals and volunteers whose concern is the protection of children, adolescents and adults in the greater KC area from vaccine-preventable diseases
- Provide oversight of the Coalition's immunization grant projects
- Provide leadership for MAIC committees
- Act as the main liaison on state and national immunization initiatives
- Participate in and assist with Coalition and partner activities (i.e., health and back-to-school fairs)
- Evaluate the impact of MAIC's efforts
- Prepare reports on MAIC activities

Assist with Public Policy Efforts

- Monitor issues/legislation of concern to Nurture KC, including immunization policy and social determinants of health at a local, state and national level with the guidance of the Executive Director

JOB QUALIFICATIONS

Required qualifications:

- Bachelor's degree preferably in health, social sciences, or education
- Excellent computer and internet skills (experience with Microsoft Office -Word, Excel, Outlook and Power Point)
- Excellent written and oral communication skills
- Grant writing experience
- Program evaluation
- Knowledge of community resources and services
- Experience in community outreach and project coordination
- Experience in working with volunteers and community agencies
- Ability to work some weekends and evenings

Preferred qualifications

- Master's degree in related field
- Fund development experience
- Experience with desktop publishing software, such as Publisher
- Bi-lingual, English and Spanish
- Public policy experience

To apply

Send a copy of your résumé and a letter of interest to:

info@nurturekc.org