

Project Director

The Fund for Public Health in New York City (FPHNYC) is a 501(c)3 non-profit organization that is dedicated to the advancement of the health and well-being of all New Yorkers. To this end, in partnership with the New York City Department of Health and Mental Hygiene (DOHMH), FPHNYC incubates innovative public health initiatives implemented by DOHMH to advance community health throughout the city. It facilitates partnerships, often new and unconventional, between government and the private sector to develop, test, and launch new initiatives. These collaborations speed the execution of demonstration projects, effect expansion of successful pilot programs, and support rapid implementation to meet the public health needs of individuals, families, and communities across New York City (NYC).

PROGRAM OVERVIEW

The Bureau of Alcohol and Drug Use Prevention, Care and Treatment (BADUPCT) works to reduce morbidity and mortality related to alcohol and substance use among New Yorkers through contracting and oversight of prevention, treatment, harm reduction, and recovery and support services; policy analysis and development; epidemiology, surveillance, and evaluation; development and dissemination of treatment and management guidelines; harm reduction initiatives; public and provider outreach and education; and community involvement and interagency collaboration.

The Research and Surveillance unit conducts alcohol- and drug-related surveillance, program evaluation and research, maintains databases, designs research protocols, produces reports, writes scientific articles for peer review journals, and facilitates program and policy development.

With an annual budget of approximately \$2 million dollars per year, Strategies To Operationalize the Prevention of Overdose Death (STOP OD) aims to strengthen NYC's response to the opioid overdose epidemic and reduce overdose deaths. Informed by critical new surveillance and in collaboration with cross-sector partners across levels of government, DOHMH will implement focused prevention and response strategies to reach populations that bear the heaviest burden of opioid use and associated morbidity and mortality.

BADUPCT seeks one Project Director to oversee the planning, implementation, monitoring, reporting and evaluation of STOP OD.

STOP OD is funded by a one-year (with potential for two additional years) cooperative agreement with the Centers for Disease Control. This position is housed at the New York City Department of Health and Mental Hygiene in Long Island City.

POSITION OVERVIEW

The Project Director will work under the direction of the Principal Investigator to provide oversight, scientific, and administrative support, including staff supervision of approximately eight staff including evaluation associates and data analysts.

The Project Director will be responsible for ensuring the implementation and completion of grant funded activities, some of which will be heavily supported by existing staff or contractors. The Project Director will directly supervise staff responsible for designing and administering an annual survey of people who use opioids. Additionally, the Project Director will supervise staff responsible for the evaluation components and oversee the submission of grant-required reports.

RESPONSIBILITIES

- Serve as the BADUPCT lead between the grant-related staff and the Centers for Disease Control
- Oversee the implementation of funded activities, including an annual survey of people who use opioids
- Review work plans and ensure that grant-related activities are completed
- Manage staff as they carry out various types of public health surveillance and evaluation—including reviewing and approving report drafts and other data products
- Manage and oversee submission of programmatic reporting as required by the grant
- Supervise the financial management of project activities.
- Coordinate activities and assure that investigators are kept up-to-date on the status of the project, including preparation of a monthly internal update.
- Speak publicly about grant activities and findings
- Contribute to or author peer-reviewed articles

QUALIFICATIONS

- Significant experience (5+ years) with research grants management, project management, and budget management
- Experience working in a field related to substance use
- Demonstrated ability to think strategically
- Attention to detail and organizational skills
- Strong communication skills, including writing
- Ability to manage competing priorities in a fast-paced, high volume environment

RESIDENCY REQUIREMENT

New York City residency is generally required within 90 days of appointment.

However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

SALARY AND BENEFITS

FPHNYC offers a comprehensive benefits package. The salary range for this position is commensurate with experience and salary history.

TO APPLY

To apply, send Resume, with Cover Letter, including your salary expectations and how your experience relates to this position, to publichealthjobs@fphnyc.org indicating “**Project Director_your name**” in subject line.

The Fund for Public Health in New York City is an Equal Opportunity Employer and encourages a diverse pool of candidates to apply.