



# Boston Association For Childbirth Education & Nursing Mothers' Council

## **BACE-NMC PROGRAM MANAGER JOB DESCRIPTION**

We are looking for a passionate Project Manager to be responsible for organizing programs and activities, while helping to grow the organization. BACE-NMC is at an exciting stage in its development and is looking for a talented addition to our small but energetic team that aims to provide comprehensive perinatal education and advocate for community healthcare workers across the commonwealth. You will be tasked with developing programs to support the organization's strategic direction, as well as creating and managing long term goals. You will also be in charge of developing budgets and operating plans for programs and assisting with program funding proposals.

In order to be successful in this role, you will need to have prior experience in both program management and marketing/ community outreach experience. A Bachelor's degree is required.

The ideal candidate will be an energetic leader who desires to grow an organization and will be comfortable working independently within a small dynamic organization.

## **PROGRAM MANAGER RESPONSIBILITIES**

- Organizing programs and activities in accordance with the mission, vision, and goals of the organization.
- Creating and managing an organizational business plan.
- Creating an evaluation method to track and assess program strengths and identify areas for improvement.
- Supporting the office administrator in updating internal communications, filing, accounting, budgeting, and management needs of the organization.
- Coordinating with a grant writer to generate funding for the organization and its vision for expanding programs throughout the state.
- Executing Strategic Planning short term tasks and developing in-depth plans for longer term goals and aspirations.
- Organizing the annual NMC Annual Breastfeeding Conference, DONA International approved Birth Doula Training, BACE Childbirth Educator, and other perinatal workshops.
- Expanding the geographic scope of the organization through networking, outreach to medical professionals, and partnering with hospitals and other medical facilities.

- Producing accurate and timely reporting of programs to the Executive Director and Board of Directors.
- Managing outreach communications, including monthly newsletters, outreach emails, social media, marketing materials, and website updates.
- Leading the development of BACE-NMC membership committees to grow the organization and support the BACE-NMC community.
- Hiring and managing interns to support the development of workshops, conferences, external communications, and additional needs of the organization.

#### **PROGRAM MANAGER REQUIREMENTS**

- Bachelor degree or master degree in planning, nonprofit management, business management, healthcare management, or other related fields.
- Proven experience in program management, marketing, and organizational development.
- Excellent verbal and written communications skills.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Proficiency in Google Docs and other online management applications.
- Ability to manage social media, outreach communications, and website updates.
- Experience in perinatal education is a plus, but not necessary.
- Ability to work independently, as this a telecommute position.

#### **BACE-NMC**

BACE was established over 60 years ago, as an organization dedicated to natural childbirth and grew to establish the Nursing Mothers' Council (NMC), the first breastfeeding support group in New England. The organization's mission expanded to make pregnancy, birth, breastfeeding, and parenting more informed and satisfying family experiences by providing ongoing education, emotional support, community services, and advocacy.

BACE and NMC continue to grow and change in response to the educational needs of parents and professionals in the childbirth and breastfeeding communities. The organization recently engaged in a year-long strategic planning process that aspires BACE-NMC to being recognized as the statewide leader in maternal and perinatal health & education.

BACE and NMC are active members of Healthy Mothers Healthy Babies Coalition of Massachusetts, Massachusetts Association for Community Health Workers, Massachusetts Breastfeeding Coalition, and Partners in Perinatal Health.

#### **APPLICATION PROCESS**

Please submit your resume and letter of interest to [hiring@bace-nmc.org](mailto: hiring@bace-nmc.org) .Applicants should submit their resume and letter of Interest to BACE-NMC by April 30, 2018.