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**SPECIAL OLYMPICS**

**Healthy Communities Job Functions**

**Summary:**

Healthy Communities was initially launched by Special Olympics International as a pilot in 2012 in an effort to incorporate year-round health programming into all aspects of the Special Olympics (SO) experience, including an enhanced focus on creating linkages to community care and wellness providers, improving health information systems, and engaging the SO network of families, coaches, and peer athletes in supporting athlete health and well-being. In 2014, Healthy Communities was re-launched as a recognition program to encourage and recognize Programs throughout the Movement that are leading health by sustainably delivering programming, partnerships and services to increase access to care and improve the health status of their athletes and others with intellectual disability. SO Programs that meet certain criteria related to their health programming will be officially recognized as Healthy Communities. Special Olympics Washington (SOWA) was recognized as a Healthy Communities Program in 2017.

**Position Summary:**

The Project Manager/Director, Health Programs, has overall stewardship, operational, and strategic responsibilities for meeting the Healthy Athletes, Healthy Community, and Fitness Program criteria for SOWA as established by Special Olympics International and SOWA leadership. The position is associated with the Special Olympics Healthy Athletes program, which provides health assessments, education, services, and care at clinic events to Special Olympics athletes globally.

The ideal candidate will be comfortable in a role that blends partnership management, collaborative development, and program planning with basic operational and logistical responsibilities required to ensure plans are well executed.

**Primary Responsibilities:**

**Project Development and Management (50%)**

* Working closely with Special Olympics Washington and Special Olympics International, develop a Health Programming Project Plan outlining how the project criteria will be achieved that includes objectives, key activities, performance measures, timeline, and budget;
* Serve in an operational role in implementing the activities outlined in the plan, managing all on-the-ground operations and liaising with the various departments of Special Olympics Washingtonwhere needed for support and integration with other functional areas;
* Working closely with the Regional Healthy Athletes Coordinator and Clinical Directors, pilot new SOI programming within the Program in an effort to meet the Healthy Community criteria.
* Foster learning and innovation for the Project by implementing regular review and reflection cycles including participation in conference calls with Special Olympics International and other Healthy Community project teams;

**Development and Management of Stakeholder Relationships (25%)**

* In coordination with the senior staff, develop and manage partnerships at a national/state level with key stakeholders from the government, NGO, academic and private sector to foster collaboration and support for the project;
* Effectively engage all partners in the planning and implementation of the project to create clear delineation of responsibilities and effective coordination;
* Promote the Project among the health community through participation in relevant workshops, conferences and committees.

**Project Sustainability (10%)**

* Provide support to Special Olympics Washington Philanthropy Department in regards to grant writing, fundraising and partnership cultivation to bring new resources that support the projects sustainability;
* Develop a strategy to allow for the sustainability of Project outputs at the end of the funding period (2020).

**Project Reporting and Financial Management (10%)**

* Ensure high level of accountability through clear and consistent communication and reporting on Project implementation and status of criteria necessary for achieving or maintaining recognition as a Healthy Community through completion of required reports and presentations to Program staff and Board on key performance measures;
* Share programmatic successes via social media and other communications tools;
* Maintain fiscal responsibility for the project by working with SOWA Finance Department to develop and monitor a budget, ensuring expenses are within budget spending parameters and financial reports are submitted in a timely manner in coordination with the finance department;
* Monitor and forecast budget requirements;

**Evaluation and Risk Management (5%)**

* Participate in SOI monitoring and evaluation efforts by collecting and providing data on performance measures and objectives related to the Healthy Communities criteria and facilitating data collection by SOI program evaluation team.
* Identify, monitor and respond to risks to Healthy Communities success.

**Note**: Links to the Healthy Community Project Planning Template, Tracking Tools and online reporting tool can be found at: <http://resources.specialolympics.org/Taxonomy/Health/Healthy_Communities_Resources_Center.aspx>

**Required Qualifications:**

* Education background matching the needs of the position;
* Sound technical knowledge of health sector service delivery including an understanding of the main health systems challenges for people with intellectual disability.
* Demonstrated high-level skills in designing, appraising and evaluating assistance to improve health outcomes for vulnerable populations.
* 5-7 years of experience in health program planning and implementation, with a particular focus on implementing multi-year projects through collaboration with a range of partners;
* Experience creating new outcomes-oriented programming that is tied to clear objectives and performance measures, with demonstrated success in achieving those outcomes;
* Experience stewarding partners and successfully engaging them in planning and operations while creating solutions to address competing priorities of various stakeholders;
* Strong communication, interpersonal and influencing skills, including a demonstrated ability to build and maintain networks, provide advice and communicate effectively in English (both in writing and verbally) on sensitive issues with professionally diverse range of stakeholders;
* Ability to travel frequently within Washington;
* Ability to work evenings and weekends to staff healthy athletes/communities activities that often do not take place during regular work hours;

**Desirable Qualifications:**

* Proficiency in managing information systems and databases relevant to program development.
* Understanding of and/or experience in advocacy issues to do with the rights of people with disabilities.
* Experience working with people with disabilities and knowledge of the US/Washington network of organizations in the disability and health sectors.
* Ability to work independently while integrating and working effectively with the local Special Olympics team.
* Ability to think laterally, challenge accepted approaches, come up with innovative solutions and implement improved work practices.

**Application:**

Please send resume and cover letter to [Dlenox@sowa.org](mailto:Dlenox@sowa.org) by March 31, 2017