

MEADOWS  
MENTAL HEALTH  
POLICY INSTITUTE

**Job Title:** Senior Project Manager for Policy Implementation

**Reports To:** Senior Vice President for National Policy Implementation

**Position Summary:** The Meadows Mental Health Policy Institute (Meadows Institute) seeks a Senior Project Manager to support the work of the Policy Implementation team. The Senior Project Manager will support program planning and assist project directors in managing projects to ensure that Meadows Institute work is designed to leverage evaluation findings and to improve implementation of effective mental health policy and practices. The Senior Project Manager will be expected to work collaboratively with staff, contractors, partner agencies, and stakeholders. The Senior Project Manager will be responsible for the direction, coordination, implementation, and completion of projects while remaining aligned with the mission and strategy of the organization.

The work location for this position is preferably in Texas. This is a remote, full-time position. This position may not be filled or performed in Colorado, California, or Montana at this time. When health risks are diminished, statewide travel (up to 20%) may be required. Some duties may require access to reliable transportation.

**Responsibilities:**

- Contribute to various aspects of project lifecycles, in coordination with Policy Implementation team members. Related tasks may include assisting with grant proposals, developing key deliverables, and preparing presentations.
- Manage and coordinate policy, consultation, technical assistance, and assessment projects conducted by the Meadows Institute by preparing work plans, coordinating activities of project teams, and assisting the designated project leads with project management activities.
- Conduct literature reviews, focus groups, key informant interviews, and editorial reviews for projects.
- Coordinate efforts within the team and with external groups, building and maintaining stakeholder relationships by attending and participating in project team meetings and providing timely and on-going communication.
- Provide verbal and written project updates to Meadows Institute leadership and key stakeholders.

- Liaise with other Senior Project Managers and Project Managers and staff on project efforts that span the Meadows Institute.
- Other duties as assigned.

**Required Qualifications:**

- Master's degree in public policy, psychology, social work, sociology, government, or other related field.
- A minimum of four years relevant experience.
- Experience with research, evaluation, or policy work.
- Experience and skills in project management, including responding to requests for proposals, developing work plans, timelines, tracking deliverables, and coordinating multiple stakeholders.
- Self-starter who can take general direction and produce specific results.
- Ability to work independently as well as collaboratively with colleagues. This includes overcoming geographic and other potential barriers to communicating with and making contributions to the team's work.
- Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously while meeting deadlines.
- Capacity to think strategically, critically, and develop proactive solutions to project challenges.
- Flexibility in working with new issues, topics, and approaches.
- Ability to utilize software to improve work products.

**Preferred Qualifications**

- Experience gathering and synthesizing diverse information about mental health issues from various sources into succinct documents, including, for example, evaluation reports and policy briefs.
- Familiarity with mental health services and/or policy issues in Texas.
- Knowledge or content expertise in one or more of the following areas:
  - Collaborative care
  - Children's mental health
  - Adult mental health
  - Intersection of criminal justice and mental health
  - Program evaluation

**Eligibility Requirements:**

This is a remote, full-time position. This position may not be filled or performed in Colorado, California, or Montana at this time. Relocation assistance not available. Successful candidates must show proof of eligibility to work in the United States.

**To Apply:**

Qualified applicants are encouraged to submit their resume and cover letter to:

[careers@mmhpi.org](mailto:careers@mmhpi.org)

**About Meadows Mental Health Policy Institute:**

The Meadows Mental Health Policy Institute is a data-driven, nonpartisan, nonprofit organization that supports the implementation of policies and programs that help Texans obtain effective, efficient mental health care when and where they need it. The Institute's vision is for Texas to be the national leader in treating all people with mental health needs. For more information about the Meadows Institute, please visit: [www.mmhpi.org](http://www.mmhpi.org).

*The Meadows Mental Health Policy Institute is committed to equality of opportunity in all aspects of employment and provides full and equal employment opportunities to all employees and potential employees without regard to race, color, national origin, religion, gender (including pregnancy, childbirth, and related medical conditions), physical or mental disability, age, citizen status, veteran status, genetic information, or any other legally protected status.*