

MEADOWS
MENTAL HEALTH
POLICY INSTITUTE

Job Title: Project Manager – Special Projects, Center for Child and Family Wellness

Reports To: Executive Vice President for Child and Family Wellness and Executive Director, Center for Child and Family Wellness

The Meadows Mental Health Policy Institute (Meadows Institute) seeks a collaborative and strategic professional to serve as Center for Child and Family Wellness Project Manager – Special Projects (Project Manager). The Project Manager will be the primary point of contact for all grant and contractual activities for the Center for Child and Family Wellness. The Project Manager will be expected to work collaboratively with staff, legal counsel, contractors, partner agencies, and stakeholders. Some duties may require access to reliable personal transportation.

This position may not be filled or performed in Colorado at this time. Statewide travel (up to 5%) may be required.

Responsibilities:

- In partnership with the Meadows Institute Grants and Contracts and philanthropy teams, supports Center for Child and Family Wellness project staff in preparation and submission of high-quality grant and contract applications and deliverables to public, private, and corporate entities.
- Develops, oversees, interprets, and liaisons with Institute Grants and Contracts team in coordination of Center for Child and Family Wellness grants and contracts, including sub-contracts, professional services agreements, and memoranda of understanding.
- Conducts initial review of proposed agreements and identifies non-standard issues and questions and coordinates with legal counsel to address those issues.
- Works with Accounting team to initiate and track sub-contractor invoices for payment, verifies supporting documentation, and ensures compliance with all contract/grant regulations, terms, and conditions.
- Works with project staff and Accounting team to initiate and track invoicing to funders.
- Monitors activities for Center for Child and Family Wellness grant and contract compliance, including working with project teams and philanthropy as needed to ensure timely submission of required narrative and fiscal reports.
- Works collaboratively with Child and Family Wellness staff and Institute teams on the procurement of new projects and service opportunities, including research for new grant opportunities and prospects, and supporting resource development efforts generally.

- Participates in procurement application reviews, develops contract documents, negotiates contracts on behalf of the Child and Family Wellness team, and collaborates with Accounting team to develop and review project budgets.
- Supports and follows the Institute grants and contracts development and approval process and ensures leadership and project staff follow guidelines.
- Other duties as assigned.

Required Qualifications:

- Bachelor's degree in Business, Communication Studies, or related field.
- Minimum 3-5 years in a grants and contracts management and reporting position.
- Professional-level experience in grants/contracts management and/or related fundraising/resource development position for a 501(c)(3) non-profit entity.
- Excellent written and verbal communication skills.
- 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.
- Ability to develop, monitor, and evaluate contract and grant program compliance.
- General knowledge of budgetary and accounting practices and procedures.
- Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously while meeting deadlines.
- Capacity to think strategically, critically, and respond analytically.
- Flexibility in working with new issues, topics, and approaches.

Preferred Qualifications:

- More than five years of experience in a grants and contracts management and reporting position.

Eligibility Requirements:

- This position may not be filled or performed in Colorado 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

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.

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.