

MEADOWS
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POLICY INSTITUTE

Job Title: Project Director – Health and Public Safety

Reports To: Executive Vice President of Health and Public Safety

Position Summary:

The Project Director - Health and Public Safety (Project Director) will lead the coordination and implementation of Health and Public Safety initiatives and coordinate with internal and external stakeholders to achieve project goals and deliverables. This is a full-time, benefits eligible position responsible for facilitating collaboration among partners, overseeing data collection and analysis, guiding project material design, and developing or coordinating detailed implementation plans to meet project deliverables. The preferred work location for this position is in Texas. This position may not be filled or performed in California, Colorado, Hawaii, Montana, Rhode Island, or Washington at this time. Statewide travel (up to 15%) may be required. Some duties may require access to reliable personal transportation.

Responsibilities:

- Provide full-time operational leadership and support for the Health and Public Safety team projects.
- Engage and delegate work to additional project staff as needed to support initiative activities.
- Manage the book of business, future opportunities, and utilization of resources.
- Facilitate collaboration and communication among stakeholders and project partners.
- Ensure quantitative and qualitative data collection, synthesis and analysis complies with Institute policy.
- Manage risks and issues and take corrective measures across the portfolio of projects.
- Coordinate all projects in the portfolio and their interdependencies including project timelines, deliverables, budget, performance measurement reporting, and other contract requirements in compliance with grant or funder guidelines.
- Coordinate input from partners and stakeholders to ensure the continuum of projects can be tailored and sustained.
- Communicate with key stakeholders, providing regular updates on progress, risks, and issues.
- Build relationships with cross-functional teams and leadership.
- Serve as the primary point of contact for project-related questions and issues.
- Lead, mentor, and guide project managers and cross-functional teams.
- Other duties as assigned.

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Qualifications:

- Bachelor's degree in industrial/organizational field, business management, social work, public health, criminal justice, public policy, or related field.
- At least 5 years of experience in project management, ideally governmental projects, behavioral health, community organizing, or human services.
- Strong data analysis, critical thinking, writing, communication, and consensus-building skills.
- Demonstrated ability to lead diverse teams and cultivate partnerships.
- 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.
- 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:

- Project Management Professional Certification and 5-10 years of professional-level experience in related role.
- Ability to generate graphical representations and visual aids of complex concepts.

Eligibility Requirements:

The preferred work location for this position is in Texas. This position may not be filled or performed in California, Colorado, Hawaii, Montana, Rhode Island, or Washington at this time. Relocation assistance not available. Successful candidates must show proof of eligibility to work in the United States.

To Apply:

<https://recruiting.paylocity.com/recruiting/jobs/All/965ef422-eb7d-4193-831c-eb795c67a5b5/The-Meadows-Mental-Health-Policy-Institute-for-Tex>

Employment with the Institute for this position is considered at-will. This position does not offer a contract for employment and is not guaranteed for any specific duration.

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

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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.