

**Project Director
Bootheel Babies and Families**

Job Description

Employment Status: Exempt Full-Time

Reports To:

Bootheel Babies and Families Executive Council in collaboration with Network for Strong Communities who serves as the fiscal agent of the initiative

Position Summary:

The Project Director (PD) will provide leadership and direction in the development, implementation, and growth of collaborative planning targeting the reduction of infant mortality initiative in the following six counties: Scott, New Madrid, Mississippi, Stoddard, Pemiscot, and Dunklin while locating and identifying future funding opportunities to present to stakeholders to continue the work. Ideal applicant must have the ability to set up a home office with broadband capabilities. This position allows for remote working with supervisor approval.

Essential Functions and Responsibilities:

- Maintain discretion regarding confidential information
- Responsible for providing leadership and direction that aligns with BBF's mission
- Manage daily oversight of project activities, internal and external coordination, develop materials, and conduct meetings and supervision of designated staff
- Work with funders, consultants, and other grantees to coordinate efforts, share lessons learned, and measure and report progress
- Work closely with staff to coordinate community outreach efforts
- Monitor grants contract and reporting requirements and ensure compliance;
- Develop and monitor action plans to ensure project is on time, on budget, and meets required deliverables;
- Develop, direct and oversee investments and fundraising efforts and other financial sustainability opportunities for the initiative
- Develop and implement remedial actions for any identified issues and conduct crisis management when necessary
- Participate in HUB, Executive Council, and Committee Meetings as assigned
- Ability to work independently as well as in team environments
- Be able to work flexible hours including evenings and weekends as assigned
- Be able to set up a home office with broadband that allows for working remotely
- Other duties may be assigned as necessary for the ongoing effective operations of BBF

Qualifications:

- A college degree from an accredited college or university and/or at least two years of experience working in the Bootheel region
- Excellent interpersonal skills and a commitment to representing BBF with enthusiasm, warmth, and professionalism
- Access to broadband services and ability to work remotely

Knowledge, Abilities, And Skills:

- Must possess an associate degree or at least 2 years of experience working with agencies in the Bootheel region
- Strong organizational skills
- Ability to motivate and work cooperatively with others to achieve project outcomes
- Ability to handle multiple priorities, meet deadlines, and manage time effectively
- Must have the ability to manage projects and people
- Good attention to detail
- Good written and oral expression
- Reliable, dependable transportation
- Maintenance of a valid drivers' license and current auto insurance (minimum of liability)

Other Duties and Assignments:

This job description outlines the general duties required. However, this job description in no way states or implies that these are the only duties to be performed. The employee will be required to follow any other instruction, including cross training, and perform other duties as requested. In addition, from time to time, all employees may be asked to perform other duties and assignments necessary for the ongoing effective operations of Bootheel Babies and Families

Signature of Project Director

Date

Signature of Executive Council Chair

Date