



## Diverse & Resilient

POSITION:	HIV Prevention Program Manager	DATE:	October 2011
REPORTS TO:	Senior Program Director	FTE:	0.80 FTE to 1.0 FTE

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### POSITION PURPOSE:

Provides advanced HIV prevention program support to the Senior Program Director and manages the HIV prevention program for gay and bisexual men and other related health promotion projects within the agency with minimal supervision.

In achieving the organization's mission of addressing the healthy development of LGBT people in Wisconsin, the HIV Prevention Program Manager partners with the Senior Program Director to build and maintain collaborative relationships with public, private, and non-profit agencies in the state of Wisconsin (Primarily in Milwaukee) working on HIV prevention and other related health disparities. Further, the HIV Prevention Program Manager has the responsibility of managing the day-to-day activities of *Community Promise*, *Many Men*, *Many Voices*, *mPowerment* and other evidence-based interventions, maintaining program fidelity and managing volunteer and other workers indigenous to communities of interest. This work is exciting, engaging, varied, and challenging.

### REPORTING RELATIONSHIP:

- Reports to Senior Program Director.
- May provide work direction to coordinators, program specialists, clerical staff, interns and volunteers.
- Likely to receive advice and assistance from members of a community advisory committee.

### ESSENTIAL FUNCTIONS:

- Routinely participates in projects by taking an active contributory role; has primary responsibility for the management of HIV prevention projects.
- Coordinates and leads complex, sensitive, and/or confidential meetings; assembles agenda items, exhibits, addenda, etc. Takes and distributes non-routine, confidential minutes.
- Maintains a smooth operation of disease prevention and health promotion programs by facilitating communication among community and program partners and between the partners and Diverse and Resilient including providing support resolving problems, assisting the partners finding resources, and managing the minor daily finances of the project.
- Manages and leads HIV risk prevention and health promotion projects for adults and youth; has responsibility for project development, implementation, budget monitoring, and evaluation.
- Identifies and plans, develops, and implements additional projects or reports under the supervision of the Executive Director which may be useful to the organization in its overall HIV prevention efforts.

- Manages the daily activities of the building of capacity in health promotion for designated population groups and communities in Milwaukee. Informs community leaders on health promotion. Initiates and maintains positive communications with key LGBT community partners.
- Manages committees, projects, and presentations that foster healthy lives among LGBT people in Wisconsin. When necessary, creates community organizing efforts that address existing and emerging needs of the population.
- Represents within agreed upon settings the organization at community meetings that involve health promotion and disease prevention.
- Identifies and independently plans, develops, and implements additional projects or reports which may be useful to HIV prevention efforts.
- Screens incoming telephone calls. Responds to a wide variety of questions requiring substantial knowledge of the organization and the project. Resolves issues to limit calls forwarded to Directors and Executive Director.
- Gathers, compiles, and summarizes data/budget information for analysis by the Senior Program Director and Executive Director. Assists in monitoring, tracking, and analyzing data.
- Oversees and/or maintains organizational files, binders, records, logs, etc. Responsible for maintaining the most confidential files. Identifies need for additional recordkeeping and establishes same in concert with the Data Manager and the QA lead.
- Utilizes a high degree of autonomy throughout the workday.
- Types letters, memos, reports of a routine and non-routine nature. May compose routine correspondence for signature of the Senior Program Director.
- Independently arranges calendar using independent judgment, discretion, and prioritization skills. Allows for personal preference and anticipates potential conflicts.
- Frequently uses confidential information and communicates diplomatically to maintain confidentiality.
- Performs other duties as assigned or as necessity dictates.
- The incumbent is responsible for adhering to established service standards of cultural competency and reinforcing those standards with peers, team members.

#### NON-ESSENTIAL FUNCTIONS:

The following non-essential job functions are listed to inform you of significant duties and/or skills that form some of the bases for evaluation for merit increases of employees in this position. This does not exclude consideration of applicants who do not possess the ability to perform those skills or duties upon application:

- None currently.

#### SPECIALIZED KNOW-HOW & REQUIREMENTS:

- Bachelor's Degree; Masters' degree preferred.
- Minimum three years of experience in a progressively responsible program management. At least one year must be in working with young MSM, particularly African American MSM; three years of work in human sexuality may substitute for this.
- Sufficient leadership skills to organize and lead meetings, initiate collaborative relationships with outside groups, and to manage the day-to-day challenges that may arise in multi-agency collaborative projects.
- Must demonstrate ability to create complex documents or reports.
- Must regularly enhance computer skills by completing appropriate training classes.
- Excellent interpersonal, communication, and customer service skills.
- Excellent detail-oriented organizational, analytical, and problem solving skills involving established methods or practices; demonstrated ability to make appropriate decisions.
- Excellent written and verbal communication skills.
- Ability to work with a high degree of autonomy throughout the workday, including evening hours as needed for project implementation.
- Holds a valid Wisconsin Drivers' License.
- Ability to pass background check by Wisconsin Department of Justice

#### Computer Skills

- Proficient with advanced word processing and spreadsheets, such as creating graphs or charts, linking data, etc. May be proficient with other data software applications at the advanced level.
- Proficient with software applications unique to the organization and prevention program reporting (i.e., graphics software, data reporting software, spreadsheets, etc.).

#### MENTAL/PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, and lift frequently throughout the workday.
- Occasionally lifts items weighing up to 20 lbs.
- Must have functional speech, vision, and hearing.
- Operates all equipment necessary to perform the job, including an automobile.
- Exposed to a normal office environment.