



New Jersey Birth Equity FUNDERS ALLIANCE

Job Title – Assistant Project Manager, New Jersey Birth Equity Funders Alliance

Birth Equity Imperative

The United States has the worst maternal health outcomes among peer nations, and women and infants in New Jersey are among those who experience the greatest challenges. New Jersey's maternal mortality rate is the fourth highest in the country. Black women in the state are 7 times more likely to die from pregnancy-related complications than white women. These unacceptable statistics represent the real families who inspire our work. As we continue our effort, we must treat this crisis as if every mother we lose is our mother, and every baby we lose is our baby.

New Jersey Birth Equity Funders Alliance (NJBEFA) Overview

The New Jersey Birth Equity Funders Alliance (Alliance) originated in support of the objectives of the Nurture New Jersey Strategic Plan, which strives to make New Jersey, the safest and most equitable place in the nation to give birth and raise a baby. The Alliance aims to contribute to overall improvements in maternal health outcomes in New Jersey, including racial disparities. The Alliance comes together in a spirit of collective commitment and action, leveraging individual strengths of the member funders. In service to our goal of achieving birth equity in New Jersey, we seek to be true partners to families, communities, the public sector, and community-based organizations (CBOs). This means we must learn new approaches to philanthropy and unlearn others. The Alliance's guiding principles include a focus on racial equity, collaboration, learning, mutual accountability, and co-designing solutions with the community.

The initial focus of the Alliance is to increase the availability of and access to community-based services targeting the needs of families. At present, the Alliance includes the following funders: Burke Foundation, the Community Health Acceleration Partnership (CHAP), The Henry and Marilyn Taub Foundation, Organon, Bristol Myer Squibb Foundation and the Robert Wood Johnson Foundation.

Role Description

NJBEFA's mission is to support community-based organizations and BIPOC-led organizations to address maternal mortality and birth equity in New Jersey. NJBEFA approach to grantmaking serves as a model for the wider field and has grown in visibility significantly in the past year. With the Sr. Project Manager, this position will assist, organize and oversee the activities and projects of the Alliance and manage the partnership between funders.

Responsibilities

The Project Management Assistant will be responsible for the following:

- **Administrative**
 - Support Project Manager with day-to-day operations
 - Perform administrative duties, such as scheduling meetings, note taking, compose summary reports, preparing invoices, and drawing estimates
 - Maintain contact information for community events and engagements
 - Plan travel for conferences
 - Plan and facilitate Community Advisory Committee Meetings
 - Plan/Coordinate community events and conversations
 - Conduct research to support internal stakeholders
- **Communications Support**
 - Partner with communications team to develop content for website and social media outlets
 - Coordinate media engagements, such as press releases, Op Eds, news articles, etc.
 - Connect with community partners to share information
 - Coordinate newsletter contents and distribution
 - Develop and Plan Learning Sessions for the birth equity community, alliance members and community advisory committee
 - Attend events online and in person and share the work of the Alliance/Community Advisory Committee
- **Project Management**
 - Assist in the coordination, implementation and ongoing management of projects, tasks and deliverables
 - Identify resources and define project scope and objectives
 - Partner with project stakeholders concerning project details
 - Measure project performance, analyze data and report on project progress and status
 - Identify areas for project or process improvements
 - Review Request for Proposals and Submitted Proposals
 - Liaise with program manager for Grants management
 - Curate and maintain a list of NJ based technical assistance providers based on the capacity building needs of NJBEFA grantees
 - Support supervision of interns and their projects
 - Onboard new funders
 - Prepare annual reports and proposals
 - Develop RFP for Technical Assistance Grants and evaluate applicants

Qualifications: We are looking for a professional with 2-5 years of work experience with the following qualifications:

- Degree in public health or related field; preferably a BA and 5 years of work experience or MPH degree and 2 years experience
- Experience in the birth equity field preferred
- Familiarity with Nurture New Jersey Plan and stakeholders
- Must align around values of mutual accountability, shared learning, community and CBO first and racial equity
- Excellent written and oral communication skills
- Strong relationship management skills with the ability to partner with various stakeholders
- Ability to effectively multi-task multiple activities
- Ability to identify and communicate opportunities for process improvement
- Strong collaboration and ability to work well in a team environment
- Highly organized and detail-oriented with a passion for ensuring projects meet established deadlines and intended deliverables.
- Proficient in Microsoft Office – Word, Excel, PowerPoint, OneNote, etc.
- Experience working in Google Workspace
- Demonstrates integrity and strives for excellence in their work
- Action-oriented, entrepreneurial, adaptable, and innovative approach to philanthropy

Geographic Location Requirements: NY/NJ/PA Remote Position with some local NJ travel (20%-40%)

Full-time:

Ideal Start Date: July 2023

Compensation: \$75,000/commensurate with experience; with generous medical and dental benefits included

Application Details: Please submit a cover letter and resume to Cecile Edwards at Cecile@njbefa.org by June 30, 2023.