



**MONTANA**  
**PUBLIC HEALTH INSTITUTE**

## Job Posting: Project Officer

The Montana Public Health Institute (MTPHI) is announcing a job posting for a Project Officer.

MTPHI is a non-profit organization dedicated to optimizing the health and quality of life of Montanans by strengthening the public health system through collaboration, leadership, and the advancement of health equity. The MTPHI supports state, local and tribal public health agencies, healthcare and behavioral health system partners, statewide health organizations and community-based organizations, to deliver effective public health programs, services, and protections. In particular, MTPHI programs and services seek to offer capacity and support to frontier, rural and tribal communities.

The Program Officer will report to the Chief Executive Officer (CEO) and will focus on building the capacity of local, tribal, and state public health organizations through technical assistance, system assessment, and policy analysis and communication. This position will focus both on analysis of existing policy and practice as well as formulation of proposed policy that benefits a high-performing public health system. The initial project assigned to this position will be coordination of a comprehensive assessment of Foundational Public Health Services (FPHS) in local and tribal public health agencies throughout Montana. This position is also responsible for managing MTPHI work to provide technical assistance to build public health infrastructure through a collaborative initiative with three other public health institutes in the Mountain West. Long term, the person hired for this position will help develop and lead MTPHI's efforts to provide sound state and local public health policy assessment, analysis, and communications. This position will support the development and implementation of MTPHI initiatives. The Program Officer will build relationships and provide resources that enable the effective implementation of MTPHI programs.

If interested in applying, please submit a cover letter, resume and three references to [hillary.hanson@mtphi.org](mailto:hillary.hanson@mtphi.org). **Priority will be given to applications received by March 8, 2024.**

Questions can be directed to Hillary Hanson at [hillary.hanson@mtphi.org](mailto:hillary.hanson@mtphi.org) or 406-249-6357.



**MONTANA**  
PUBLIC HEALTH INSTITUTE

# Montana Public Health Institute

## POSITION DESCRIPTION

---

JOB TITLE:	Program Officer
REPORTS TO:	Chief Executive Officer
FLSA STATUS:	Exempt
APPROVAL DATE:	Dec 12, 2023

### About the Montana Public Health Institute

The Montana Public Health Institute (MTPHI) is dedicated to optimizing the health and quality of life of Montanans by strengthening the public health system through collaboration, leadership, and the advancement of health equity. MTPHI supports state, local and tribal public health agencies, healthcare and behavioral health system partners, statewide health organizations and community-based organizations, to deliver effective public health programs, services, and protections. It serves as an independent and impartial source of reliable and relevant health information to health organizations, policy makers, funding organizations, businesses, non-profit organizations, consumer groups and the media. In particular, MTPHI programs and services seek to offer capacity and support to frontier, rural and tribal communities.

### Position Summary

The Program Officer will report to the Chief Executive Officer (CEO) and will focus on building the capacity of local, tribal, and state public health organizations through technical assistance, system assessment, and policy analysis and communication. This position will focus both on analysis of existing policy and practice as well as formulation of proposed policy that benefits a high-performing public health system. The initial project assigned to this position will be coordination of a comprehensive assessment of Foundational Public Health Services (FPHS) in local and tribal public health agencies throughout Montana. This position is also responsible for managing MTPHI work to provide technical assistance to build public health infrastructure through a collaborative initiative with three other public health institutes in the Mountain West. Long term, the person hired for this position will help develop and lead MTPHI's efforts to provide sound state and local public health policy assessment, analysis, and communications. This position will support the development and implementation of MTPHI initiatives. The Program Officer will build relationships and provide resources that enable the effective implementation of MTPHI programs.



# MONTANA

## PUBLIC HEALTH INSTITUTE

In all this work, this position will work closely with key stakeholders, including contractors, funding partners, tribal health leaders, and the Montana Department of Health & Human Services (DPHHS), Confluence Public Health Alliance, and Montana's institutions of higher education. Working with these partners, key work for this position will be the design, execution, and delivery of a report on the current state of the Montana Public Health System, including analysis of how FPHS are being addressed in Montana. Success in this work will require coordination with key stakeholders, well-developed project management skills, and knowledge of local and tribal public health organizations, services, and systems. This position will not initially supervise other staff but will likely coordinate the work of independent contractors and other partner organizations.

More broadly, this position will work to provide technical assistance and policy analysis to address challenging health issues in a way that empowers and assists local public health agencies and communities to develop and implement prevention-focused and wellness-oriented services for all Montanans. This work includes design, execution, and publication of program and policy analysis that contributes to a high-performing and equitable public health system. The Program Officer will lead, develop, manage, and continuously improve MTPHI programs and services; build and maintain strategic partnerships; cultivate and secure external sources of funding; and manage grants and contracts. The Program Officer will represent MTPHI in a wide range of interactions, and public meetings.

Founded in 2020, MTPHI is a growing organization with a cohesive staff working from across Montana. The Program Officer must be self-sufficient and able to adapt to changing needs and identify and take on any duties and responsibilities needed to make MTPHI successful. All MTPHI staff are responsible for program management, as well as working with the team to secure future work consistent with our mission and values.

### Essential Functions

#### Technical Assistance and Policy Analysis

- Provide leadership to identify, develop and oversee implementation of MTPHI public health initiatives, programs, and services.
- Design and execute policy analysis and communications strategies that lead to specific, imaginative, and achievable initiatives to build a cohesive, well-resourced, and informed public health system.
- Communicate effectively with diverse audiences, including policymakers who are not experts in public health.
- Develop and manage grants, contracts and agreements for programs and services funded by external sources and provided by MTPHI to subcontractors.
- Develop and manage grants and contracts for programs and services provided on behalf of MTPHI by a variety of government and private sector organizations.



## MONTANA PUBLIC HEALTH INSTITUTE

- When needed, develop and disseminate requests for proposals, work with partners to cultivate high quality applications, conduct proposal review and select contractors and grantees.
- Support implementation of public health services and programs by contractors and grantees, including design and oversight of technical assistance.
- Coordinate and manage contracts and agreements to support a variety of consultant services.
- Oversee and collaborate with consultants that provide assistance to MTPHI and its contractors and grantees.
- Keep current on public health issues of importance to MTPHI with literature review, participation in professional communities, and conferences and other educational programs.
- Conduct programmatic research and literature reviews to support MTPHI priorities, programs, and services.
- Assure evaluation and reporting of outcomes for MTPHI programs and services, including those provided by contractors and grantees.
- Coordinate effectively with MTPHI colleagues to ensure strategic alignment across programmatic initiatives and within a given geographic and health care system environment.

### Partnerships

- In coordination with the CEO, Chief Operating Officer (COO) and Board of Directors, develop and cultivate partnerships and communication strategies to advance the MTPHI vision, mission, and goals.
- Build strong working relationships with the Montana Department of Public Health and Human Services, local and tribal public health agencies, healthcare and behavioral health system partners, tribal health organizations, statewide health leadership groups, healthcare systems and providers, community-based organizations, and others.
- Represent MTPHI at stakeholder meetings, conferences, and other venues.

### Leadership, operations, staff supervision

- Provide feedback regarding the strategic direction of MTPHI.
- Identify priority health issues, and lead research and design of effective strategies and programming to address them.
- Contribute to discussions regarding MTPHI policies and operations to ensure efficient, streamlined, and effective operations and high staff morale.
- Support the CEO and COO by developing periodic reports and updates to the MTPHI Board as requested.
- Plan for and prepare materials to support strategic planning with the MTPHI Board.
- Mentor and potentially supervise and develop program staff.



# MONTANA

## PUBLIC HEALTH INSTITUTE

### Resource Development

- Participate in creation and implementation of a resource development plan that allows MTPHI to actively pursue funding for infrastructure and operations, as well specific projects, programs, and services.
- Cultivate, secure, and manage external sources of funding to achieve MTPHI goals. This includes grant writing and identifying and securing contracts for services and fee-for-service agreements on behalf of MTPHI.
- Develop, coordinate and manage contracts, grants and agreements, and assure compliance with all requirements of local, state, federal and private sector entities.

### Other duties

- The PHPO must be self-sufficient and prepared to work in a fast-paced environment, adapt to changing needs and identify and take on any duties and responsibilities needed to create a successful MTPHI.
- Perform other duties and complete other projects as assigned.
- Work collegially with the MTPHI leadership, colleagues, team, Board, staff, grantees, contractors, and members of the public with a positive attitude.
- Exercise discretion and maintain confidentiality as appropriate.

### Requirements/Qualifications

- Master's degree preferred, Bachelor's Degree required in a public health, health policy or related field.
- Direct and demonstrated experience working with or for tribal, county, or state public health organizations and systems is required.
- Experience managing local or tribal public health programs in Montana is preferred.
- At least 5 years of relevant professional experience, including experience in managing programs and services in behavioral health, public health, healthcare, or related field.
- Grant writing, and contract and grants management experience.
- Knowledge of Montana's public health, behavioral health and healthcare systems, health issues, needs, opportunities, and the policy environment.
- Proven strategic vision and leadership; demonstrated success in developing and implementing programs and services that effectively address health-related issues.
- Excellent written and verbal communication skills.
- An overall commitment to excellence in quality of work and outcomes.
- Track record of adaptability, personal accountability, and initiative.
- Proficiency with Microsoft Office Suite and ability to adapt to new software systems.



# MONTANA

## PUBLIC HEALTH INSTITUTE

### Other Job Information

- Position is full-time with competitive benefit package (401k, health insurance, paid leave).
- Salary range is \$75,000-\$90,000 plus benefit package.
- Regular in-state car travel with overnight stays is anticipated. Must have access to use of a reliable private vehicle or rental car for occasional use for business travel in Montana. Mileage reimbursed at allowed GSA rates or actual costs of approved rental car. Ability to secure and maintain a driver's license valid in the state of Montana and to maintain private liability insurance with minimums outlined under MTPHI policy. Occasional out-of-state travel is also required.
- MTPHI is a 100 percent remote organization. Staff must be able to work from home and can work from anywhere in Montana.
- Team atmosphere with small staff, open communication, and minimal hierarchy.
- A curiosity about and passion for public health practice is essential for this position.