About AFHP: The Arizona Family Health Partnership (AFHP) is a private, not-for-profit organization dedicated to making reproductive health care and education available and accessible to all, with particular concern for low-income, uninsured and historically underserved people. AFHP began receiving the Title X grant in 1983, the only federal grant program solely dedicated to providing individuals with comprehensive family planning and related preventive health services. AFHP’s mission is to provide, promote and protect access to comprehensive quality reproductive healthcare services and education for all Arizonans, regardless of income, through support and monitoring of regional healthcare providers. More information about AFHP can be found at www.arizonafamilyhealth.org.

Position Summary: Operational responsibilities of this position include program development and evaluation of family planning services; statewide family planning needs assessment; management of Title X and other grants; program and fiscal monitoring of subcontractors; technical assistance to provider network; community collaboration; and preparation of reports. Up to 25% travel required. Specific responsibilities within the general scope of the position will be assigned by the Vice President of Program and Evaluation. Position reports to the Vice President of Program and Evaluation. Full benefits package available.

Duties and Responsibilities include:

- Investigates and compiles data and prepares reports for purposes of needs assessment, planning, evaluation and program development of family planning services in Arizona.
- Conducts fiscal and program monitoring of subcontractors to ensure compliance with contract and established program standards under the Title X Statute and Regulations.
- Works collaboratively with subcontractors to develop outcome measures and implement quality and performance improvement initiatives.
- Provides technical assistance to subcontractors including the Centralized Data System and Program Information Management System.
- Gathers statistical and program information from subcontractors.
- Prepares reports and grant applications, and issues requests for proposals as needed.
- Completes program and fiscal reports to funding sources.
- Collaborates with other organizations to promote coordinated planning and utilization
• Other duties as assigned.

Education/Experience:
• Bachelor’s degree with emphasis in Public Health, Nursing, Health Services Administration, Public Administration or related field. Master’s degree preferred. A combination of education and experience to meet the minimum requirements will be considered.
• Three to five years progressive program management experience.

Knowledge/Skills/Abilities:
• Good understanding of funding mechanisms and general requirements of federal and state programs.
• Programmatic understanding of public sector health care delivery.
• Strong written and oral communication skills.
• Ability to gather and analyze program information and data.
• Ability to analyze budgets and program costs.
• Ability to work independently and in collaborative relationships.
• Facility in Microsoft Office Suite: Outlook, Excel, PowerPoint.
• Bilingual (English/Spanish) proficiency preferred.
• Valid Arizona Driver’s License.

All interested applicants can send their information to info@arizonafamilyhealth.org. The Arizona Family Health Partnership is committed to equal employment opportunity and to recruiting staff representative of the diverse communities we serve.