



Position Opening

August 22, 2008

Development Specialist III

The Public Health Institute (PHI) is a large non-profit public health organization conducting a broad range of public health research, training, and technical assistance programs in California, throughout the nation, and around the world. PHI is seeking a full time Development Specialist III (DS III) for the Public Health Law & Policy program (PHLP). Funding for this position is subject to availability. This position is located in Oakland, CA.

PHLP provides in-depth research and analysis on legal and policy questions, and translate complex information into practical tools such as fact sheets, toolkits, and model policies. It works to build the capacity of advocates, local public health and planning departments, schools, government attorneys, elected officials, and others to advance their public health goals through policy change.

This DS III supports PHLP in two primary functions:

- Provide grant writing and related program development and strategy support to PHLP program managers and staff. These responsibilities require close interaction with program colleagues and central administrative staff, as well as representatives of federal, state, local government, and/or private funding agencies.
- Develop PHLP program response capacity through a variety of tasks such as client relations and fee-for-service contract development, organizational strategic planning and positioning, systems improvements, and major donor program research.

Duties & Responsibilities:

- Works closely with the Director and Program Managers at PHLP and central administrative staff as well as representatives of federal, state, local government, and/or private funding agencies.
- Provides critical assistance with conceptualization, preparation, completion, and review of grant and contract proposals;
- Analyzes proposal requirements contained in RFA/RFP or program announcements to identify compliance requirements of the funder.
- Makes recommendation for level of services, allocation of responsibilities, the timeline for activities, and the method of submission.
- Identifies and prepares documents specific to the proposal depending on the funder's requirements and the method of submission (paper or electronic).

- Works collaboratively with the PHLP director and program managers to gain understanding of project in order to prepare grant applications, budgets and justifications that support the project.
- Interacts with subcontractors, vendors, and consultants to identify and obtain required documents.
- Compiles and prepares proposal for review.
- Review and revamp fee-for-service contract guidelines and develop a staff training program on budgeting and negotiating fee-for-service contracts.
- Work with director and program managers on organizational development tasks.
- Develop funding for and conduct research to launch a major donor initiative for PHLP.
- Other related tasks as assigned.

Qualifications:

- Bachelor's degree in Public Health, English or other related field is required.
- A minimum of 5 years prior experience in a large nonprofit or university sponsored projects (pre-award) office is required.
- A minimum of 2 years of experience understanding PHLP and its program design and needs.
- Requires a high level of technical proficiency in pre-award and proposal development in order to independently accomplish assigned duties.
- Must be knowledgeable about current federal, state, and private grant application rules, regulations, and application packages regulations as they apply to nonprofit organizations.
- Excellent communication, English, budgeting, writing, editing, proofreading, interpersonal and team building skills.
- Strong computer skills in the following programs: Microsoft Word, Excel, and Access
- Ability to work in a fast-paced environment
- Some local travel and extended hours may be required.
- Supervisory experience preferred

Compensation:

Salary is commensurate with experience. PHI offers a generous benefits package including medical, dental, vision, short/long term disability insurance, life insurance, 403b (tax sheltered annuity) and partial subsidy of public transportation cost. For more information about PHI's benefits, please visit www.phi.jobs.

Please send cover letter and resume by August 28, 2008 to:

Public Health Institute
555 – 12th Street, 10th Floor
Department #126, Oakland, CA 94607-4046
Or email resumes to: jobs@phi.org including Dept #126 in the subject line
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