

**Position Title:** Associate Director  
**Status:** Full-Time, Grant-Funded  
**Start Date:** When position filled  
**Location:** Saranac Lake, NY

The North Country Healthy Heart Network, Inc., (The Heart Network) is a small, independently operated, 501(c)(3) nonprofit organization with headquarters in Essex County (Saranac Lake), NY. Serving a seven-county region in the northeastern corner of upstate New York, The Heart Network's mission is to design, develop, and implement strategies to decrease the incidence of cardiac disease, stroke, and related chronic illness in northeastern New York State. It is leading the development of a community integrated health network (the Coalition) that aims to secure contracts that will support sustained, ongoing delivery of chronic disease prevention and self-management education and support services across Clinton, Essex, Franklin, Hamilton, St. Lawrence, Warren, and Washington counties in northern New York. It also holds two additional NYS Department of Health contracts; Health Systems for a Tobacco Free NY (held since 2001) and Creating Healthy Schools and Communities (held since 2006). It is seeking an associate director to support ongoing network development needs and help manage implementation of its multiple project work plans.

### **Responsibilities**

- Oversees implementation of the Coalition's outreach, Health Systems for a Tobacco Free NY, and Creating Healthy Schools & Communities grants
- Supervises grant project staff
- Coordinates with communication specialist and project staff/committees to plan monthly communication activities
- Ensures and supports delivery of training and technical assistance to program partners
- Manages contracts with vendors supporting grant projects
- Serves as primary contact for program delivery organization services agreements
- Engages with leader training and technical assistance partner to resolve program delivery organization challenges
- Supports development and implementation of project evaluation plans
- Participates in monthly Coalition meetings
- Provides regular updates/reports on program activities
- Develops and manages project budgets and budget modifications, as needed
- Assists with network development activities
- Supports development of funding/contract proposals
- Participates in network revenue cycle management team
- Generates budgets, financial statements, and other reports
- Leads special projects, as assigned

### **Qualifications**

- Masters preferred with a minimum of 3 years administrative and executive experience, or bachelor's degree with minimum of 5 years management experience with a nonprofit organization
- Commitment to public health and chronic disease prevention
- Background in public health, health planning, nutrition, social welfare, public policy, community planning or related field
- Experience working in rural communities
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development, monitoring and support

The Heart Network offers competitive salary and benefits. It also provides staff with far more than just a paycheck: It offers the opportunity for the right person to be part of a passionate, fun, and energetic team of professionals committed to making North Country communities healthier places for ALL residents to live. We look forward to meeting you!

**To Apply:**

Please email a resume and cover letter describing your related experience and explaining why you should be selected for the position to [jobs@heartnetwork.org](mailto:jobs@heartnetwork.org). Applications will be accepted until the position is filled.