

Programming Operations Manager Old Dominion University

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Posted Mar. 27, 2024, set to expire Oct. 31, 2024

Job Title	Programming Operations Manager
Department	HR BIOMEDICAL RESEARCH CONSORTIUM
Institution	Old Dominion University Norfolk, Virginia
Date Posted	Mar. 27, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Public Health/Management/Administration Public Health/Biostatistics/Epidemiology
Job Website	https://jobs.odu.edu/postings/20626
Apply By Email	
Job Description	

Job Summary

The Programming Operations Manager is expected to work across a variety of health and environmental projects. This position will work with partner organizations and stakeholders, permanent HRBRC staff, and multidisciplinary research teams research across population health, clinical health, social and behavioral health, and coastal resilience initiatives, addressing health disparities and developing novel solutions for residents and communities in Hampton Roads.

The Programming Operations Manager works closely with the Executive Director and HRBRC Leadership to provide & facilitate management of daily operations and initiatives supporting research interventions, institutional partnerships, and community collaborations.

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The Programming Operations Manager will:

- Promote awareness of upcoming, ongoing, and completed grants as a matter of research efforts, collaborative success, and strategic planning & partnerships
- Support grant/proposal development processes with internal and external teams/collaborators
- Evaluate and coordinate related programs and collaborations to ensure standards are met and are in alignment with organizational missions and strategies
- Develop, foster, and maintain community relations and collaborations that contribute to the research and organizational missions, while maintaining and building on existing connections
- Conduct, present, and communicate business analyses and cases for engagement and collaboration as applicable.

Minimum Qualifications

- ***Master's degree in public health, Public Policy, or Business Administration/Management***
- Considerable knowledge of and prior experience in public health, social and behavioral sciences, health-related social needs, environmental health, business management, and/or organizational leadership.
- Considerable knowledge of project and program management platforms.
- Considerable knowledge of and skill in budget development and management, and administrative operations internally and externally with corresponding stakeholders.
- Excellent public speaking and written communication skills.
- Outstanding presentation skills.
- Demonstrated ability to manage, support, and contribute to the research and operations of a variety of projects and programs, and analyze, interpret, and prepare information for internal and external use.
- Demonstrated ability to use Microsoft Office applications and to navigate multiple media platforms to support virtual meetings where/when appropriate.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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