Senior Program Manager, Research & Evaluation

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Dean - SPH/TM
Location: New Orleans, LA

Summary
The Senior Program Manager, Research & Evaluation at Partners for Advancing Health Equity (P4HE) will lead the design, implementation, and evaluation of programming and learning initiatives that advance the mission of P4HE. This role ensures cohesion across program areas and alignment with project goals, funder priorities, and outreach efforts. The Senior Manager will manage workflows, timelines, and deliverables, and coordinate across internal teams and external collaborators to ensure high-quality, timely outputs.

As a key member of the leadership team, the Senior Manager contributes to organizational strategy, fosters team cohesion, and ensures operational excellence across programming and evaluation. This role is ideal for someone who is mission-driven, execution-focused, and thrives in a collaborative, equity-centered environment. The Senior Program Manager position at Partners for Advancing Health Equity (P4HE) will provide advanced-level project management of all programming and evaluation projects directly reporting to the Director to ensure cohesion amongst all program areas and alignment with outreach efforts, project goals, and funder's priorities. The Senior Program Manager will work directly with the larger P4HE team and the learning partner. The main role of the Senior Program Manager will be to manage project flows and processes aligned to ensure the timely delivery of research and learning products. The Senior Program Manager will be responsible for leading the completion of P4HE evaluative research, quarterly reports, annual grant reports, program timeline and workflow management, and product development. They will also lead the coordination of admin. team and processes. The position will serve as a liaison among different levels of staff and project collaborators, and the project coordinator and assistants. The Senior Program Manager will lead the planning, implementation, and evaluation of P4HE programming (level sets, interactive sessions, workshops, webinars), resource development, program updates, and grant reporting. The Senior Manager reports to the Director who is responsible for the overall successful implementation of all P4HE programming. Team lead, program management and evaluation, budget administration, and reporting.

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Required Knowledge, Skills, and Abilities:

- Demonstration of project management skills, including developing and setting timelines, backward planning, using project management software, etc.
- Experience in coordinating teams, people, and processes to ensure successful project completion and timeline delivery

- Experience in monitoring, evaluating, and conducting qualitative and quantitative assessments of learning and using AI to ensure efficiency
- Ability to independently manage timelines, processes, and evaluate outcomes across diverse teams and collaborators across institutions and time zones
- Capacity to communicate clearly in written, verbal, listening, oral, and self-initiate problem-solving
- Clearly articulate communication, training, and support needs, styles, and preferences to support development of team culture
- Commitment to health equity and inclusive practices

Special Required Ability for Incumbents Who Have Contact or Exposure to Animals or Animal Tissues:
Ability to complete and pass successfully the required occupational health screening referenced in the University's Animal Handler Health Surveillance Program on an annual basis. **Required Background Check, Physical, and Drug Screening for Incumbents Who Have Contact or Exposure to Animals or Animal Tissues:** Selected candidates must complete and pass a background check and an occupational health screening as a condition of employment. For identified jobs, a drug screening will also be required. The background investigation, required occupational health screening, and any required drug screening will be conducted after a conditional employment offer has been extended.

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Required Education and/or Experience:

MS, MBA, MPH and 3-4 years of applied public health work experience.

OR

Bachelor's of Public Health or Health-related degree and 5-6 years of applied public health work experience.

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Preferred Qualifications:
- Independent thinker and able to anticipate the future needs of the project

- Prior experience working with collaboratives, networks, organizations, and partnerships
- Experience with creating and adhering to timelines and supporting teams to achieve goals and deliverables
- Comfort and use of project management tools (e.g., Notion, customer relations systems)
- Utilize AI to rapidly assess qualitative and quantitative data to support evaluation and learning

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Compensation Information
This position is classified as "exempt, salaried" and is assigned to pay grade 26. Tulane offers a variety of options to enhance your health and well-being so that you may enjoy more out of life now and in the future. Learn more about Life at Tulane as well as our Benefits and Pay. See our Candidate Resources to learn more about our hiring process and what to expect.

How to Apply:

This position will close on the date it is filled

Please Note: Depending on your role and the department in which you work, you may be expected to adhere to COVID-19 requirements, such as vaccinations and booster shots.

Click "Apply Now" to apply for this job.

Tulane University is an equal opportunity educator and employer committed to providing an education and employment environment free of unlawful discrimination, harassment, and retaliation. Legally protected demographic classifications (such as a person's race, color, religion, age, sex, national origin, shared ancestry, disability, genetics, veteran status, or any

other characteristic protected by federal, state, or local laws) are not relied upon as an eligibility, selection or participation criteria for Tulane's employment or educational programs or activities.

Tulane University is responsible for providing reasonable accommodations to individuals with disabilities throughout the applicant screening process. If you need assistance in completing an application or during any phase of the interview process, please contact the Office of Human Resources by phone at 504-865-4748 or by email at hr@tulane.edu.