



JOB DESCRIPTION

Position Title: SME Network Manager

Department: Science & Practice - MATCH

FLSA Status: Full time, Exempt

Reports to: Director of Diabetes Care & Public Health Initiatives

Supervises: N/A

Last Reviewed: July 2024

BASIC FUNCTION

Manages the development, implementation, evaluation, and expansion of the Subject Matter Expert (SME) Network of the Diabetes MATCH Initiative, a Strategic Approach to Advancing Health Equity for Priority Populations with or at risk for Diabetes. Ensures that program funder's requirements for SME Network integration into planning and implementation of DP23-0020 grant strategies facilitates the implementation of evidence-based approaches to diabetes prevention, management, and risk reduction in priority populations. Responsible for working toward the success and sustainability of the program according to project purpose, scope, and intended outcomes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as a point of contact to program funder (CDC); participates in all required funder and MATCH trainings, meetings, conference calls, and reporting requirements sessions.
- Manages timeline for ADCES SME Network development, ensuring that milestones are met for recruiting, onboarding, and prepping for integration into MATCH initiative.
- Consults with ADCES contracting team to develop scope of service agreements.
- Implements continuous quality improvement processes of SME services, ensuring compliance with quality expectations consistent with MATCH brand.
- Manages and documents various work plan activities and key deliverables related to SMEs and SME network development.

- Develops reports to be shared both internally with ADCES leadership, and externally with funders, partners, and key stakeholders on SME key performance indicators, and others as needed.
- Represents MATCH as an attendee at Stakeholder meetings, State Public Health Department meetings, and various conferences and/or business coalition meetings.
- Provides input for program budget annually, working with ADCES finance and accounting staff to ensure that funding is allocated and spent accordingly.
- Participates in writing and submitting renewal application for grant funding (annually).
- Participates in annual audits associated with the MATCH initiative, including third-party auditors as needed.
- Manages SMEs supporting MATCH program implementation, providing administrative and operational assistance as needed.
- Facilitates engagement strategies for SMEs including networking opportunities, learning opportunities, and regular communications.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated capability to plan and direct multiple aspects of a large, multi-state project is critical.
- Proven ability to work effectively with a variety of staff and provider agencies.
- Must be analytical and be an effective problem solver, able to define and implement technological solutions as appropriate.
- Excellent communication skills required (written, verbal and interpersonal). Effective presentation skills.
- Must be detail-oriented, with ability to establish timelines and meet rigorous deadlines.
- Computer proficiency in Word, Excel, PowerPoint, and data collection systems.
- Ability to engage and sustain a network of partners and stakeholders to actively support program goals.

EXPERIENCE/EDUCATION

- Bachelor's degree in related field required, advanced degree preferred.
- Minimum of 3-5 years previous experience facilitating programs or community-based services; preferably in the area of healthcare or public health education.
- Prior experience conducting program reviews and audits, tracking outcomes, and evaluating program progress reports.
- Familiarity with grant funded programming and grant application processes.
- Prior experience developing policies and procedures a plus.

PHYSICAL DEMANDS

Nature of work requires an ability to operate standard business office equipment. Ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Occasional day and overnight travel by air and/or automobile required.

WORKING CONDITIONS

Organization observes a hybrid work schedule. Position occasionally requires availability for extended hours, plus non-traditional hours to perform job duties. Also requires participation and attendance at organization sponsored events and meetings across the country.