

Director of Programs and Evaluation

Full Time Exempt

About Indiana Family Health Council

The Indiana Family Health Council, Inc., (IFHC) is a private, non-profit corporation governed by statewide Board of Directors comprised of up to twenty-five members. It coordinates and provides technical assistance to funded partners. IFHC receives funding from the U.S. Department of Health and Human Services (HHS) and the Indiana State Department of Health (ISDH) for family planning services, which are provided through a system of Family Planning Resources dedicated to helping Hoosier families maintain good reproductive health. IFHC receives additional funding from HHS for teen pregnancy prevention efforts.

Position Summary

Reports to the Chief Financial Officer/Chief Operating Officer. The primary responsibilities of the are to: oversee IFHC programs, grant management, develop and implement a family planning quality and evaluation plan; work with program and finance teams to coordinate data analyses; develop performance monitoring tools and reports; oversees data processes.

Duties and Responsibilities Include:

- Develop and monitor family planning work plan
- Develop and implement a quality and evaluation plan for IFHC
- Ensure programs are operating on a timely basis
- Audit data on a quarterly basis
- Establishes a continuous performance and quality improvement effort and monitoring reporting system.
- Works with Communications and Outreach Coordinator to report data annually
- Monitors and coordinates technical assistance of Sub-Grantee's programmatic administration of family planning projects.
- Directs site visits and program evaluations for agency programs.
- Prepares periodic progress reports for IFHC Board of Directors and funding agencies
- Oversee program staff

Job Requirements:

- MPH or other advanced degree with 3-5 years of experience
- Grant writing experience
- Evaluation implementation experience
- Program/grant management experience
- Knowledge of Performance Improvement or quality improvement; experience in implementation desired

- Public health management experience desired

Working Conditions

Incumbent will primarily work from an office setting. In state travel is a requirement. Out of state travel may occur 2-4 times per year.

Send cover letter and resume to info@ifhc.org