



## **Supplement to Project Manager Position Description:**

### Oral Health Local Impact Network Project Manager

#### **Background**

In addition to the Project Manager job description, one of our Project Manager positions will focus primarily on oral health-focused initiatives and support the development of the North Sound Oral Health Local Impact Network. Local Impact Network (LIN) is an organizing framework to accelerate and scale data-supported anchor strategies focused on blending community assets and building local capacity to achieve an identified population health outcome within 3-5 years. LINs focus on addressing factors that influence oral health including disease prevention, access to dental care, and healthy behaviors. The goal is to make measurable progress toward oral health equity in three to five years by creating a sustainable network of resources.

Key to the success of a LIN is the critical role of the Project Manager to act as the key communication and strategy hub for staff, coordinating entities, anchor strategies, and emerging local leaders who want to become involved as the work progresses. The Project Manager is the main staff person who garners internal Arcora Foundation resources to activate local solutions, including informing and educating local leaders on Arcora Foundation's goals and seeking co-investments. Arcora staff will involve the Project Manager when programs shift directions, there are new opportunities, there is a key decision to be made or if local politics are impeding progress. The Project Manager is continuously looking for networked sustainable solutions that one organization cannot achieve on its own.

Key characteristics for Local Impact Network Project Manager include:

- Proactive in planning and developing a new regional network of partners that builds upon the mission of Arcora and the North Sound ACH.
- Confidence to speak up and share views when they see things differently.
- Able to make mistakes, receive feedback, elevate issues, and adapt to change.
- Listening skills to understand different perspectives and offer sustainable solutions that reinforce the LIN approach.

The Project Manager's role is primarily to serve as co-lead of the LIN in partnership with the identified local Lead Coordinating Entity. This includes planning, recruiting partners, asking critical questions and listening skills in order to identify best approaches, and serve as the staff point person for how Arcora intersects with the LIN and overall LIN activity.

**Essential duties and responsibilities of this role include:**

Role at the North Sound ACH:

- Serve as the main staff contact and co-lead for the North Sound Oral Health Local Impact Network
- Ensure alignment exists between North Sound Oral Health Local Impact Network goals and the goals of Arcora Foundation and the North Sound ACH by engaging in open, ongoing dialogue with anchor partners and other participating partners prior to making investments in the LIN.
- Promote the LIN and communicate clear ways for interested partners to get involved by participating in regional forums and coalitions, and preparing communications materials to be promoted through the ACH website, newsletter, and partner dissemination networks
- Communicate continuously that the North Sound Oral Health Local Impact Network is the ultimate owner of the solutions/work over time and the Project Manager will help grow this level of increased accountability
- Assist with identifying anchor partner organizations to lead anchor strategies
- Work closely with the ACH data team and evaluation contractors develop an evaluation and ongoing monitoring process that builds toward statewide advocacy
- Participate in the development of a clinical implementation committee and/or cross-cutting leadership team and participate in clinical and leadership meetings
- Monitor work and provide guidance/assistance when barriers or opportunities for improvement are identified
- Co-develop a clear (three-year) transition plan that includes partner/program development, funding (including in-kind) commitments with annual budgetary benchmarks that result in network sustainability

With Anchor Strategy Lead Organizations:

- Cultivate and develop relationships with anchor leads and other key community partners
- Participate in the planning process with anchor leads and identify North Sound ACH and Arcora Foundation staff to participate, when requested
- Secure signed contracts or MOUs with each anchor organization

Administrative:

- Manage contracts/grants related to the LIN lead organization, anchor lead organizations, evaluator, and other contractors
- Monitor and report on budget related to LIN activities and investments
- Identify opportunities to leverage additional Foundation resources and staff to further the Foundation's policy agenda, programs, and strategic planning
- Report on LIN progress to Foundation Programs Committee and Foundation leadership