



San Diego & Imperial Counties
INCORPORATED IN CALIFORNIA

AMERICAN ACADEMY OF PEDIATRICS - CALIFORNIA CHAPTER 3

American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN®



American Academy of Pediatrics, California Chapter 3

Job Description: Advocacy Manager, Strategic Behavioral Health Initiative Project (Project Manager)

Background

The San Diego Chapter of the American Academy of Pediatrics (AAP-CA3), a 501c3 organization, is a trusted leader for children's health and well-being, providing oversight to key initiatives benefiting children and families in San Diego County. In addition to providing member services for local pediatricians since 1961, the AAP-CA3 oversees several community projects in support of child health initiatives. The AAP-CA3 is dedicated to achieving physical, mental health, and social well-being for every infant, child, and adolescent in San Diego and Imperial Counties, and supports our members in this endeavor.

AAP-CA3 is looking for a self-starting, enthusiastic leader established in the San Diego area non-profit and public health sector to join our cohesive and caring team. The Advocacy Manager will identify gaps in services to advocate for and directly implement the Strategic Behavioral Health Initiative (SBHI) county-wide and oversee the project team to meet grant deliverables. This full-time position is grant-based.

The Advocacy Manager for the SBHI works closely with the AAP-CA3 team, community partner staff, and regional leaders to research, develop, advocate for, and implement a local strategy for a comprehensive pediatric behavioral health system of care.

Title: Advocacy Manager, SBHI Project
Project: Strategic Behavioral Health Initiative
Reports to: Project Director
Job Type: Full-time, Salaried Exempt Position
Salary Range: \$75,000-\$95,000 annual salary
Location: San Diego County; hybrid position

Job Summary

- Work in partnership with Project Director and/or Associate Project Director to coordinate and oversee the efforts of the AAP-CA3 project team.
- Develop the SBHI Project and manage implementation of all aspects of the project. Work with local agencies and government leaders to advocate for identified SBHI project needs and implement the program.
- Proactively identify and research children and youth behavioral health needs in the County of San Diego and best practices across the State and Country.
- Independently identify and complete tasks toward project goals, assuming full accountability for results. Projects may include: compiling data and producing reports; conducting literature/policy scans/environmental reviews, writing summaries, program evaluations and public communications; and preparing meeting agendas and reviewing meeting minutes.
 - Collaborate with AAP-CA3 project teams to develop and coordinate project activities and deliverables to ensure quality outcomes and efficient compliance with contract/funding requirements.
 - Draft grant concept papers, proposals, board presentations, contracts, public announcements, social media messaging and other needed materials.
 - Identify and analyze relevant data; creatively compile and share data/presentations for diverse audiences.
 - Collaborate on grant writing activities. Assist with writing documents and summary reports to meet contracting requirements.

- Interface with community partners and leaders, State policymakers and officials, and funders as needed; facilitate meetings and conversations with relevant agencies, County and Statewide. Continue to develop and maintain professional relationships with organizations, foundations, community leaders, and relevant government institutions and staff.
 - Work with AAP-CA3 team to develop and maintain key relationships with the community, government, and experts on health and child development.
 - Utilize common standard practices around advocacy and policy-making.
- Complete other tasks as needed to support the project and organization.

Qualifications and Skills

- Master's degree in Public Health, Public Policy, Social Work or other related field *and* 2-3 years of experience managing a community health project; *or* Bachelor's degree in related field and minimum of 5-7 years of experience managing a community health project; work in Public Policy or non-profit program management experience.
- Interest and experience in the field of child development, adolescent mental health, infant mental health, and maternal child health. Experience or familiarity with San Diego non-profit organizations.
- Knowledge of federal, state and local government legislation, policies, funding streams, and programs related to youth behavioral health, child welfare, and best practices/systems across the County, State, and Country. Knowledge of public health program design, development, implementation, and evaluation.
- Skilled and versed in the public and private financing systems for children and youth behavioral health systems, including but not limited to Medi-Cal, MHSA, FFPSA, First 5, education and special education funding, and private insurance.
- Prior experience working in and understanding of systems change in large organizations and the community.
- Ability to identify and independently liaise/meet with subject matter experts and leaders (government, healthcare, and non-profit) in youth behavioral health to identify current systems, best practices, and initiatives to improve the system of care. Skilled in forging new relationships and partnerships and aligning with collaborative efforts county and state-wide.
- Ability to work collaboratively with a wide range of people, including MDs, PhDs, other public health professionals, and external organizations. Experience working with C-Suite level executives.
- Sensitivity to social, cultural, and political issues; foster a framework for diversity, equity, and inclusion.
- Be a highly motivated self-starter who works independently, with minimal supervision, and as part of a collaborative team.
- Apply independent judgment, discretion, and initiative to address problems and develop solutions.
- Manage multiple projects and priorities, at times using negotiation and persuasion skills to achieve results and expedite projects.
- Adaptable and flexible, able to respond quickly to changing ideas, responsibilities, expectations, trends, strategies, and other processes at work; display a growth mindset.
- Exceptional communication and customer service skills; exhibit a professional and positive attitude. Deliver effective presentations and excellent writing skills.
- Advanced knowledge and skill in Microsoft Office (Word, Excel, and Power Point); ability to work with various data systems; knowledge of STATA and healthcare data preferred.
- Ability to reflect on one's actions to engage in a process of continuous learning.
- Extreme attention to detail and very high-quality standards.
- Social media awareness.
- Ability to facilitate online meetings.

Other

- Must have transportation, valid California driver's license and proof of insurance.
- Ability to travel in vehicle with occasional driving, primarily in San Diego County.
- Willing to travel, as needed, primarily in the state of CA.
- Adherence to public health measures and up-to-date vaccinations strongly encouraged.
- Must be able to lift a minimum of 20 lbs.
- As part of the pre-employment process, prospective candidates will undergo a background check.
- Flexible work location and schedule - work primarily from home office.

- Occasional night and weekend meetings.
- Salary commensurate with experience.

Working Environment

- Pleasant indoor office environment and/or your local home office space absent of frequent distractions.
- Ability to hear sufficiently and speak concisely for phone conversations and quiet, confidential verbal discussions.
- High-speed Internet service and mobile phone service required for home office; partial utility reimbursement provided.
- Collaborative and positive team environment supportive of work/life balance.

Physical Demands

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| • Walking and Standing (Mobility) | <i>Less than 30%</i> | • Lifting Less than 40 pounds | <i>Seldom</i> |
| • Sitting | <i>More than 50%</i> | • 41 to 60 pounds | <i>Never</i> |
| • Hand and Finger Dexterity | <i>More than 50%</i> | • Prolonged periods sitting at a desk and working on a computer. | |
| • Close Vision | <i>More than 50%</i> | • Ability to bend and pull occasionally to access files, equipment, and supplies. | |
| • Talking and Hearing | <i>More than 70%</i> | | |

The ability to perform these essential functions will be used by Executive Director to determine if a reasonable accommodation is possible for a disabled employee protected by the Americans with Disabilities Act.

AAP-CA3 is committed to creating a diverse environment and is proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Starting salary is determined based on the position market value, the individual candidate education and experience and internal equity.

To apply, please forward resume and cover letter via email to Kirstie Pfeifer at kpfeifer@aapca3.org. Applications without a cover letter will not be considered.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities on an occasional as needed basis.