



## Executive Program Manager

### **About Nurture NC**

Nurture NC is a statewide backbone organization dedicated to advancing collective impact initiatives that improve maternal and infant health across North Carolina. We do our work by:

- **Coordinating Effort:** Amplifying, connecting, and aligning existing initiatives and funding streams.
- **Filling Gaps:** Identifying opportunities, partners, and community-based solutions where current efforts are lacking.
- **Driving Change:** Catalyzing Action in the Identified Focus Areas and supporting non-partisan strategic policy changes.

NNC work is organized around three core, state-wide focus areas: **Maternal Health Workforce, Rural Healthcare Access, and Public Policy Optimization**. We pivoted from an 18-month planning period of multi-sector engagement to action in October 2025 and are now in the stage of rapid growth and development.

### **About the role**

Nurture NC seeks a nimble, organized, and goal-oriented relationship-builder, continuous learner, and problem-solver to join our small but growing team. The Executive Program Manager is a senior position and will work closely with the Executive Director to develop and operationalize Nurture NC's critical and strategic work across multi-sector partners.

In this fast-paced and changing environment, the Executive Program Manager will partner with the small core team to execute varied activities, including strategic planning, policy development, project management, administrative oversight, financial/ grants management, and key communications. The Executive Program Manager will be relied upon to provide excellent planning and foresight, manage competing priorities, and exercise sound judgment under pressure. As the organization matures, the person in this role will lead hiring and building out the larger team and be responsible for management, delegation, and oversight of the new team members.

The person in this role will also serve as a prominent external representative in networking and collaborating with key stakeholders, including policymakers, philanthropic leaders, and experts in the field.

The ideal candidate is excited by the opportunity to build a new entity and infrastructure to advance maternal and infant health, thrives in a rapidly paced, growing, and changing environment, and has policy, program, and operational experience.

## **Roles and Responsibilities**

### Strategic Planning and Leadership

- Collaborate with team members to develop and implement the organization's strategic vision and objectives.
- Develop key performance indicators to track progress
- Monitor progress on strategic goals, identify potential roadblocks, and propose actionable solutions to achieve targets.

### Management and Operations

- Support the leadership team in developing and streamlining operational infrastructure, internal processes, team member roles and responsibilities.
- Identify needs and hiring opportunities, oversee recruitment, and provide supervision for a growing team.

### External partner coordination, communication, and collaboration

- Oversee website management with an external vendor, social media strategy, and content, including quarterly newsletter
- Work with a communications professional to develop and implement a communication strategic plan that connects partners, attracts additional investment, and influences policy change
- Cultivate relationships and manage collaborations with key partner organizations, funders, government leaders, policy makers, and community organizations
- Manage and coordinate Nurture NC Advisory Committee meetings and serve as a liaison between the Advisory Committee and the Nurture NC team
- Represent Nurture NC at public events, partner meetings, and conferences

### Advancement of policy and programmatic priority initiatives

- Stay up to date on maternal and infant health program and policy trends, legislation, and current events, which will inform Nurture NC's strategic direction
- Initiate and foster ongoing relationships and collaboration with multi-sector partners to advance priority initiatives
- Provide complex project management across multiple lines of work efforts
- Work with leadership and external partners to develop key performance indicators and project measures related to priority initiatives

### Financial/Grant administration and management

- Manage budget and ensure efficient and strategic allocation of resources to support core organizational and programmatic priorities.
- Manage grant agreement timelines, status, budgets, evaluation metrics, and reporting requirements, including grant writing

### **Knowledge, Skills, and Abilities and Qualifications**

- Subject-matter knowledge in maternal and infant health
- Proven experience in a leadership, management, and operational role
- Self-starter who enjoys being part of a team that often pursues an all-hands-on-deck approach to the work.
- Excellent organizational and leadership skills
- Ability to lead and handle multiple projects in a fast-paced environment
- Excellent writing, verbal, and public speaking skills with the ability to communicate with a diverse group of stakeholders
- Knowledge of office management systems, proficient in the use of Microsoft Office (Excel, Word, PowerPoint, Teams), shared Google documents, and Zoom
- Preferred experience in a North Carolina health-related field

### **Minimum Qualifications:**

Bachelor's Degree with a minimum of 5 years of relevant experience or Master's degree in a related field with a minimum of 2 years of relevant experience.

Full-time, 40-hour work week expectation, hybrid with a minimum of quarterly in-person meetings in North Carolina.