Senior Program Manager
Planetary Health Alliance, Harvard T.H. Chan School of Public Health

Job Summary
The Planetary Health Alliance is the leading organization at the forefront of growing a new global field focused on the human health impacts of our disruption and transformation of Earth’s natural systems. Never before has humanity’s footprint on the natural world been so large or so threatening to human health and wellbeing. The Planetary Health Alliance (PHA) works with a global consortium of 200+ institutions in over 40 countries in an effort to rapidly expand our understanding of, and ability to address, these threats. The Alliance manages a web of relationships with partner organizations, funders, media, volunteers, next gen scholars, and regional hubs to support the continuing development of a robust community of practice engaged across three intersecting domains of research, education, and policy. In addition, the PHA is committed to educating the general public and raising awareness globally about the global health threats associated with our transformation of Earth’s natural systems.

Job-Specific Responsibilities
The Senior Program Manager for the Planetary Health Alliance (PHA) is the senior staff person responsible for interacting with the faculty director (Sam Myers) and for driving the PHA’s key strategic programs from development to execution through managing: 1) a staff of three employees; 2) an annual budget of over $1M; 3) the PHA’s communications, University-wide outreach and external relations; 4) a global planetary health annual meeting; 5) a growing network of volunteers around the world helping to build planetary health community in universities as well as lead discrete efforts and committees; and 6) the development of educational resources in conjunction with other PHA leadership and staff. In close partnership with the Director, Associate Director, and in consultation with the Steering Committee, the Senior Program Manager will also help to conceptualize and develop new programs, strategies, and initiatives to advance the academic, educational, policy and programmatic agenda of the PHA. Finally, the Senior Program Manager will be responsible for reporting on grant activities and assisting with development of new proposals for future funding.

Duties and responsibilities include, but are not limited to, the following:

- In collaboration with the Faculty Director, conducts strategic planning for the current initiatives and future state of the program – ensuring and advancing efficient workflows of PHA priorities
- Manages a high-performing staff team of three employees: including onboarding, performance management, time approval, and other HR functions, with support from a 50% FTE Administrative Assistant. Engage, develop and motivate the team to work towards a shared purpose in the best interests of the organization
- Manages annual budget of approx. $1 million dollars and oversees the tracking of monthly budget records; reviews sponsored research accounts and coordinates reporting to outside funders, and responsibility for financial approvals and other financial processes, with support from a 50% FTE Administrative Assistant
- Manages the program’s communications, outreach and external relations efforts for expanding constituencies within the University and outside, including overseeing an annual meeting, newsletters, mailings, publications dissemination, web site development and press releases;
writes a wide variety of material used to promote the program. This includes writing annual reports, executive summaries, strategic plans, by-laws and other strategic reports as necessary

- Manages the team’s engagement with a Steering Committee and Member Governing Assembly
- Maintain a thorough understanding of the planetary health field and emerging stakeholders
- Develops new, and promotes existing relationships with PHA affiliates, alumni, scholars, organizations, and institutions in the U.S. and internationally. This includes liaising with other schools, departments and centers at Harvard, and with other universities, NGOs and government agencies
- Represents the PHA at public events and University meetings as needed
- Responsible for managing a growing network of volunteers around the world who are amplifying the reach and impact of the core staff team
- Supports PHA’s mission and values and continually looking for ways to improve the organization while working in alignment with PHA’s strategic goals
- Performs other duties as required

**PLEASE NOTE:**

- This position has a term appointment of 2 years from date of hire, with the possibility of extension.
- This position will require approximately 10% travel; some international travel may be required.
- Applicants must submit both a resume and cover letter. Applications submitted without a cover letter will not be reviewed.

**Basic Qualifications**
- Bachelor’s Degree or equivalent experience is required
- 5+ years of experience in academic administration and/or program management required

**Additional Qualifications**
- MBA with interest or experience in non-profit management is a strong plus
- Effectively manages multiple complex projects, and often tight timelines preferred
- Experience with Microsoft Office products including Word, PowerPoint and Excel preferred
- Knowledge and/or demonstrated experience in the area of global environmental change and/or public health as it relates to planetary health preferred
- Excellent communication, interpersonal, and negotiation skills preferred

**Additional Information**
- Harvard University requires pre-employment reference checks and background screenings.
- This position has a 90 day orientation and review period.
- The Harvard T.H. Chan School of Public Health does not provide visa sponsorship for administrative and staff positions.

Please apply here or distribute this posting to qualified candidates. Applications will be reviewed on a rolling basis, with a goal of filling the position as soon as possible.