

Program Manager Rural Health Resiliency Grant

Position Overview

The South Cumberland Community Fund is seeking a **Program Manager** to lead the implementation of a three-year grant initiative focused on improving health equity in Grundy County. Working with partners in Grundy County, this grant will create a health mobility network that assures that people in Grundy County have transportation access to health-promoting goods and services on the Plateau. The Grundy Health Mobility Network will support fixed bus routes to clinics, food stores, food banks, gyms, and parks; assisted rides for on-demand service; and delivery of goods and services to people with mobility difficulties.

This role will oversee the planning, execution, and monitoring of grant activities that strengthen mobility network infrastructure, expand access to services, and support resource distribution through community partnerships. The Program Manager will report to the Executive Director and work closely with internal teams, external stakeholders, and community partners to ensure regulatory compliance, track progress, and integrate community feedback.

Typical Duties

- Oversee day-to-day implementation of grant activities, ensuring alignment with project timelines, milestones, and deliverables.
- Serve as the primary liaison with the Tennessee Department of Health to ensure grant compliance and timely reporting.
- Submit all required documentation and progress reports in accordance with grant terms.
- Develop and maintain an annual inventory system for all grant-funded equipment and vehicles.
- Collaborate with key grant personnel to ensure coordinated efforts.
- Create clear and accessible written materials such as RFPs, purchasing guidelines, and reporting templates to support contracts and agreements.
- Convene and lead regular meetings with contract partners; monitor scopes of work, budgets, and performance to ensure adherence to grant terms.
- Integrate community input and data to produce actionable recommendations for internal teams and external partners.
- Coordinate the implementation of Mobilize Assisted Rides software, ensuring support from development to implementation, and ongoing monitoring for quality assurance.
- Manage the grant budget in partnership with the Accounting team, ensuring appropriate expenditures and procurement practices.
- Prepare and present updates and findings to partners, funders, and the project's Steering Committee.
- Other duties as needed as the grant project develops

Preferred Experience and Skills

- At least 2 years of experience in grant or project management, including compliance and reporting.

- Knowledge of public health disparities, health equity frameworks, and social determinants of health.
- Experience working with cross-sector partners, especially in rural or under-resourced communities.
- Strong facilitation, communication, and technical assistance skills.
- Familiarity with change management strategies in public health or quality improvement settings.
- Ability to develop and deliver capacity-building training for partners and internal staff.

Minimum Qualifications

- Bachelor's Degree in a related field
- Three (3) years of responsible, full-time employment in public health administration, public health sanitation, public health nursing, public health education, business administration or other appropriate field OR
- Graduation from an accredited Master's degree program in public health or administrative field

Equal Employment Opportunity Statement

South Cumberland Community Fund provides equal employment opportunity to all employees and applicants for employment without regard to race, color, creed, religion, sex, national origin, age, disability, genetic information, veteran status or any other legally protected category. The equal-employment opportunity policy applies to all aspects of application for employment and the employment relationship.

Application Process

To apply for this position, please fill out the application form at this link:

(<https://sccfforms.wufoo.com/forms/mobility-network-job-application-sccf/>) and attach a resume or CV.