Program Director

The American College of Preventive Medicine (ACPM) is the national medical specialty society of physicians dedicated to disease prevention, health promotion and systems-based health care improvement. Established in 1954, ACPM is the leading U.S.-based physician organization focused on practice, research, publication, and teaching of evidence-based preventive medicine. ACPM’s 2,500 members are leaders in a variety of health settings, including state and local health departments, federal agencies, hospitals, health plans, community and migrant health centers, industrial sites, occupational health centers, academic centers, private practice, and the military. They have the skills needed to understand and reduce the risks of disease, disability and death in individuals and in population groups.

ACPM is seeking a highly organized, detail-oriented, and motivated Program Director to manage ACPM’s grant work funded through a cooperative agreement with the Centers for Disease Control and Prevention (CDC). The successful candidate will be responsible for meeting all project deliverables, and acting as the primary contact for all CDC activities related to the WISEWOMAN Lifestyle Medicine grant. Successful candidates will have excellent project management, communication, and organizational skills. This is a one year fulltime position beginning on October 15th with a strong possibility for an extension for permanent hire.

Reporting to the Associate Executive Director for Programs, specific responsibilities include:

- Manage all aspects of grant/cooperative agreement projects and activities, including project reports and budgets (please see 2nd page for more information).
- Assist in preparing federal grant reports and proposals.
- Interface with CDC officials and act as a point of contact on specific projects.
- Update and maintain portions of the ACPM website.
- Manage other projects as assigned.

Minimum/Desired Qualifications:

- Minimum of 8 years of applicable experience.
- Experience working at or with a Federal Agency or under a federal grant, preferably through HHS or one of their related agencies, CDC experience preferred.
- Excellent verbal, written, and interpersonal communication skills and can quickly integrate into a high performing team.
- Experience in managing public health projects or initiatives, with a preference for work in a local, state or federal public health agency.
- Ability to work closely and build effective relationships with association members and medical and public health colleagues.
- Demonstrated success in all aspects of project management.
- Strong organizational skills and experience managing multiple tasks and projects (public health projects/experience required).
- Experience in developing proposals and submitting grant requests through an on-line process, strongly preferred.
- General understanding of post-graduate physician education training programs strongly preferred.
- General understanding of health systems transformation activities strongly preferred.
- Master’s degree in public health or other fields related to the position. Certified in Public Health credential or CHES/MCHES credential is preferred but not required.
ACPM offers a competitive salary and excellent benefits. Send salary requirements, cover letter, and résumé to careers@acpm.org. No phone calls, please.

Grant Project Description:
ACPM has received a one year grant (potentially renewable) from the National Center for Chronic Disease Prevention and Health Promotion, Division of Heart Disease and Stroke at CDC. Our grant focuses on the WISEWOMAN (Well-Integrated Screening and Evaluation for Women Across the Nation) Program, which provides low-income, under-insured or uninsured women with chronic disease risk factor screening, lifestyle programs, and referral services in an effort to prevent cardiovascular disease.

The purposes of the WISEWOMAN program are: 1) assuring that cardiovascular screening is provided to women ages 40-64 who are participants in the National Breast and Cervical Cancer Early Detection Program (NBCCEDP); 2) working with community-based organizations to provide evidence-based prevention services to those women in need of them (through agreements with organizations such as the YMCA, Weight Watchers, and those that provide Diabetes Primary Prevention Programs); 3) improving the management and control of hypertension by integrating innovative health system-based approaches and strengthening community-clinical linkages (such as team-based care and pharmacy medication management programs); and 4) gathering and reporting program related evaluation data, including impact measures.

The WISEWOMAN program focuses on reducing cardiovascular disease risk factors among high-risk women. Addressing risk factors such as high blood pressure, elevated cholesterol, obesity, inactivity, diabetes, and smoking greatly reduces a woman's risk of CVD-related illness and death.

The program director will have the opportunity to work with the CDC and partner organizations to develop, coordinate, implement and manage educational trainings, as well as, gather stakeholder input from experts in the field. The program director will lead the process with our expert faculty in developing new and/or modifying existing ACPM lifestyle medicine competencies of preventive medicine clinicians engaged in efforts to improve the cardiovascular health of WISEWOMAN participants. Target audience of developed resources will include nurses, nurse practitioners, physicians, and other clinicians.