



## **ABOUT THE MARYLAND DENTAL ACTION COALITION**

The Maryland Dental Action Coalition (MDAC), the state's leading non-governmental oral health policy and advocacy organization, works to improve the health of all Marylanders through increased oral health promotion, disease prevention, education, advocacy and access to oral health care.

MDAC's diverse partner network, consisting of both dental and non-dental professionals and organizations, collaborates in three primary focus areas: oral health literacy and education, advocacy and legislation, and interprofessional collaboration.

MDAC develops programs and strategies to reach its primary goal: to improve oral health equity.

## **PROGRAM MANAGER**

The program manager will support MDAC advocacy and education strategies and work closely, and in tandem, with the Chief Executive Officer (CEO) to advance organization outreach and engagement activities as we pursue oral health equity in Maryland. Due to the importance of this position, MDAC seeks to fill the role as soon as possible.

The program manager will collaborate with the MDAC CEO on all critical organization activities to advance the organization mission. Responsibilities and job requirements are listed below.

### Overview of Responsibilities

- In tandem with CEO, manage existing and establish new relationships with oral and broader health community leaders, consumers, and other individuals who wish to enhance their oral health knowledge and advocacy.
- Work in collaboration with CEO and organization governance to cultivate funding prospects and develop proposals and other documents to secure necessary funds to sustain organization programs and operations.
- Represent MDAC at local oral and other health events within the state to provide an appropriate oral health presence, gather feedback, and reflect statewide efforts to increase access to equitable oral health care
- Work with members, partners and stakeholders to ensure coalition priorities inform statewide advocacy efforts
- Present to local, regional, and statewide groups about oral health policy and MDAC advocacy efforts, and serve as resource on social determinants of health and access issues

- Assist with written reports to funders, MDAC board of directors, and partners
- Maintain and develop communication resources (such as website content, newsletters, one-pagers, slide decks, etc.) to support advocacy goals, oral health equity, and education and outreach
- Serve as staff point of contact for board literacy and education committee and guide committee work to support and advance MDAC awareness efforts and external educational offerings

Successful candidates will demonstrate:

- Ability to identify and engage new organizational partners while maintaining existing relationships
- Ability to manage multiple responsibilities simultaneously and prioritize competing demands in a fast-changing environment
- Strong analytic and communication skills
- Knowledge of public health advocacy processes and community outreach and engagement
- Knowledge of oral health policy landscape (preferred)
- Ability to write clearly and succinctly and make well-organized verbal presentations
- Strong organizational and leadership skills
- A commitment to producing consistently high-quality, detailed work
- Excellent computer skills; ability to manage and maintain multiple electronic rosters and databases of members, partners, and funders.
- Flexibility, a sense of humor, and desire to work in a collaborative environment

Qualifications (education, years of experience, skills)

Minimum of a BA required and 5+ years of progressively responsible experience.

Excellent oral and written communication skills.

Detail oriented and works with a high degree of accuracy.

Ability to multitask, prioritize projects, and meet challenging deadlines with limited supervision.

Proactive, anticipate problems, and plan solutions.

High level of proficiency in the use of Microsoft Office Suite applications, especially Word, Excel, and PowerPoint, including mail merges and spreadsheet management; familiarity with database management; working knowledge of Constant Contact. Zoom meeting management.

Strong Internet and website management skills.

Job Type/location: Full-Time/Flexible