



JOB DESCRIPTION

Advocacy Program Manager

Children's HeartLink is a nonprofit humanitarian organization based in Minneapolis. To save the lives of children with heart disease, we partner with organizations to train medical teams, provide education, and transform health care in underserved parts of the world. One in 100 children are born with a heart defect, and 90 percent of these children live where there is inadequate medical care. We currently support partner hospitals and programs in Brazil, China, India, Malaysia, and Vietnam.

Children's HeartLink core values:

- Integrity: We build trusting relationships across cultures and honor our commitments.
- Innovate: We challenge the status quo, learning and improving.
- Collaborate: We work together and connect others to achieve desired results.
- Quality: We strive to deliver high quality programs and services.

I. Objectives

The Advocacy Program Manager works closely with the Vice President of Global Strategy and Advocacy to implement Children's HeartLink's advocacy objectives. This position will support the delivery of advocacy projects and activities to strengthen Children's HeartLink's international profile and to help position the organization and its mission globally.

II. Supervision

This position reports directly to the Vice President of Global Strategy and Advocacy. This position does not have supervisory duties.

III. Responsibilities

- A. Project management related to collaborative work with external stakeholders, including developing project plans, coordination, communications, and progress tracking.
- B. Develop advocacy materials and communications content such as messaging, talking points, letters, statements and plans for global events.
- C. Collaborate fluidly with Children's HeartLink internal teams of communications, development, programs and administration, as well as international partners.
- D. Conduct research and monitor opportunities for engagement to support global strategy and advocacy objectives, including monitoring social media activity of select stakeholders.
- E. Maintain a calendar of commemorative dates, events and advocacy opportunities.
- F. Research and track government priorities of potential donor countries and locations where Children's HeartLink is active.
- G. On occasion represent the organization at meetings of key stakeholders.
- H. Assist in data collection for evaluation and measuring progress, including tracking activities and accomplishments for grant reports and board and donor updates.
- I. Assist with preparation of presentations, grants, grant reports and budgets.

IV. General Office Responsibilities

- A. Attend and participate in staff meetings, retreats and events.
- B. Participate in annual performance review.
- C. Stay abreast of industry trends and read news and relevant materials to remain current.

V. Required Experience and Skills

- A. Bachelor's degree.
- B. At least two years professional experience in writing, marketing, communications, project management, including in a supporting role.
- C. Experience in nonprofit, international development, global health, or health care fields.
- D. Experience in cross-cultural communication and ability to work effectively and collaboratively in a variety of cultural settings with diverse stakeholders.
- E. Strong written, verbal and interpersonal communication skills.
- F. Detail-oriented with strong problem-solving skills.
- G. Experience using social media as part of a comprehensive communications plan.
- H. Excellent organizational skills and ability to meet deadlines.
- I. Ability to work independently and with a team in support of a positive work culture.
- J. Ability to embrace innovation and change.
- K. Ability to occasionally respond to correspondence outside of office hours.

VI. Additional Information

- A. This full-time position has a compensation package of salary and benefits including health, dental, disability, 403(b) with match, PTO and 15 paid holidays.
- B. Children's HeartLink offers a hybrid work model, supporting remote and in-office work.
- C. Hired candidate shall reside in Minnesota at the time employment begins.
- D. Physical demands are the ability to sit for extended periods of time with the use of computer, keyboard, and mouse. The job may include the ability to lift, move, or retrieve objects up to 30 pounds and bend, stoop, crouch, and reach to perform work functions.

VII. How to Apply

Qualified candidates should submit the following items to Ann Odens, Operations Manager, at ann@childrensheartlink.org.

- cover letter, including salary requirement
- resume
- contact information for three references

Thank you for your interest in Children's HeartLink.