



PUBLIC HEALTH™
FOUNDATION ENTERPRISES

A 501 (c)3 Nonprofit Corporation

Los Angeles Family AIDS Network Hollywood, CA 90028

Project Director

POSITION SUMMARY

Manage, coordinate and participate in all planning and administrative activities related to the LA Family AIDS Network, particularly in the development and maintenance of the network of coordinated, comprehensive culturally and linguistically competent services for women, infants, children and youth; the preparation of grant proposals including budgets; and the general management of the grant activities.

ESSENTIAL FUNCTIONS

- Responsible to liaison with PHFE Contract Manager regarding all program grant preparations and budgets.
- Assure that LAFAN successfully addresses the unmet needs to the target population(s) within the parameters of the funding sources.
- Secure additional sources of funding for the further development of programs to address emerging needs.
- Oversee outcome measures and program evaluation of LAFAN headquarters staff and subcontractors.
- Execute and monitor all subcontracts, cooperative agreements, and consultant activities.
- Provide overall supervision and direction of the LAFAN headquarters office staff to ensure all of
- LAFAN's goals and objectives are met within prescribed timelines.

POSITION QUALIFICATIONS

Minimum Education & Experience Required

Master's degree in health administration, public health or public administration with an emphasis on health services or related field and five to seven years related work experience in public health or public administration, health administration, including three to five years experience supervising professional and administrative staff.

Other Requirements

- Understanding of comprehensive public health issues, with particular emphasis on special needs populations and HIV/AIDS.
- Proven track record in the implementation of programs.
- Experience working with the diverse populations affected by HIV/AIDS
- Proven track record in managing and securing large grants (\$500,000 per year)
- Excellent oral and written communication skills.

Interested Candidates will submit Resumes and Salary History to

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