Job Description  
National Kidney Foundation of Michigan

Position Title: Manager of Health and Wellness  
Reports To: Vice President  
Position Status: Exempt

I. Primary Work Functions  
Under general supervision, but in coordination with appropriate NKFM departments, leads, plans, organizes, and promotes NKFM programs. Provide oversight to our West Michigan grants and contracts. Promote growth of evidence-based programs focusing on insurers, physicians, and employers. Demonstrated experience and cultural fluency working with the key communities we serve (African-American and Hispanic) is essential.

II. Position Vision  
Exceptional results through leadership, planning, networking and evaluation.

III. Major Job Duties and Responsibilities

- Working closely with the Vice President and Senior Program Manager, provides oversight to all grants and contracts based in West Michigan. Responsible for monitoring status and budgets, outcomes, reporting, and other requests for information.
- Assists NKFM sales and marketing for programs. Provide leadership to sales/marketing in West Michigan, ensuring that all marketing events and opportunities are carried out to a high level of success.
- Responsible for locating new opportunities for NKFM by visiting existing and new customers.
- Has direct contact with people of all levels, both internally and externally, and works with external customers in a variety of settings, including as a lifestyle coach for assigned Diabetes Prevention Program workshops.
- Must be responsive to the customers’ needs and follow through on all aspects of requests, both written and verbal.
- Works closely with the program managers and coordinators when responding to a request for assistance.
- Makes presentations to various groups within the customer’s organization when needed.
- Prepares responses to requests for proposals, coordinates all information from the different departments at NKFM, and arranges the formal response.
- Acts as an NKFM representative in all activities.
- Provides supervision and regular mentoring to all assigned supervisees, including lifestyle coaches.
• Attends conferences and other educational programs, both educational and customer oriented when requested (budget dependent).

**Volunteer and Partnership Coordination:**
• Works with volunteers or partners as needed to increase NKFM’s ability to bill for services or develop contracts.
• Is knowledgeable about the NKFM programs that are being marketed to potential prospects.
• Works closely with MDHHS, health plans and policy makers to sustain and potentially increase the NKFM Medicaid funding.

**Marketing:**
• Works closely with the Senior Communications Manager to insure high quality marketing of evidence-based programs. Works with marketing company that is hired by NKFM when applicable.
• In West Michigan, provides oversight and develop ideas and plans for event marketing for direct referrals for the Diabetes Prevention Program and Enhance Fitness and other Evidence Based programs.
• Participates in relevant marketing meetings.

**Business Planning, Participation, and Evaluation:**
• Reviews expected numbers predicted for success in the Diabetes Prevention Program business plan regularly to insure needed changes occur.
• Has an excellent knowledge of NKFM's programs

**General:**
• Attends all mandatory staff meetings.
• Participates in team meetings as scheduled.
• Participates in regular event and marketing planning and evaluation meetings with senior management as scheduled.

**IV. Work Relationships**
• Maintains cooperative inter-staff relations and team-work.
• Communicates effectively with volunteers, members of the community, and other staff members to carry out the responsibilities of the job and to promote cooperation within and between these groups.
• Promotes employee engagement and strong teamwork between Grand Rapids and Ann Arbor operations, development, and programs.

**V. Education, Experience and Qualities**
• Master’s degree and 4-5 years of leadership or comparable experience with proven track record of success.
• Ability to handle numerous and diverse tasks. Must be able to solve problems and follow through on responsibilities in a timely manner with minimal supervision. Must be able to function independently within approved guidelines.
• Will be dedicated to improving results on a continuous basis.
• Bilingual (Spanish-English) candidates preferred.

VI. Working Conditions
• An office environment with field work required. Evening and weekend work required from time to time. In-state and out-of-state travel may be required from time to time.
• Physical requirements; light physical effort equal to lifting or moving of lightweight materials. Regularly required to sit or stand, bend and reach.
• Must have access to reliable transportation, a valid driver’s license and up to date auto insurance.

*If interested, please send your cover letter and resume with the subject line “Manager of Health & Wellness- GR” to HR@nkfm.org*