

**Job Announcement: Project Director at Counter Tools**

Counter Tools invites applications for a Project Director position starting January 26, 2024.

**About Counter Tools**

Counter Tools is a 501(c)(3) nonprofit organization with a mission to empower communities to become healthier places for all, starting with the retail environment. Through training, technical assistance, mission-driven software tools, a webinar series, and the website CounterTobacco.org, we disseminate science and best practices, connect experts, partners and advocates, and develop resources and communication tools for communities working to improve the health of the retail environment as a step toward achieving health equity.

Our Core Values

* Champion equity, diversity, and inclusion as an ongoing practice.
* Be agile. Respond and adapt quickly to change with forward thinking.
* Share power and own the outcome. We are all leaders who take risks in order to grow and improve.
* Care personally, challenge directly, and be candid.
* Inspire others. We deliver high quality service and results to our clients and partners.
* Act with grit. We are passionate, resilient, and capable of driving change.

**Job Overview**

The Project Director provides timely and high-quality project management, training, and technical assistance to Counter Tools client-partners working to advance place-based public health. Their national perspective and expertise strengthens Counter Tools’ position as a trusted thought leader and advances the field. They guide client-partners through essential practices for the often nonlinear continuum of public health policy change.

Counter Tools Project Directors empower client-partners and their stakeholders to monitor tobacco, alcohol, cannabis, and food in the retail environment. They provide expert guidance and data-driven recommendations to pursue policy interventions, building local and state capacity to facilitate policy change. Project Directors often support client-partners in utilizing Counter Tools’ Agile software to achieve their policy change goals. On a day-to-day basis, Project Directors maintain a positive relationship with all client-partners and coordinate and lead activities within the scope of project contracts. Activities include providing technical assistance, leading conference calls, webinars, in-person training, and managing the implementation and renewal of complex contracts. Project Directors work collaboratively with each of their client-partners to ensure needs are met.

**Role Responsibilities**

*Project management*

* Plan and coordinate activities outlined in the client-partner scope of work, ensuring all objectives and tasks are completed in a both timely and exceptional manner
* Effectively manage complex government contracts with an eye toward long-term success, building on what works and changing what doesn't to meet client-partner and organizational goals
* Prioritize tasks for team members based on urgency and scope of work
* Identify and immediately address any problems or challenges that occur
* Effectively communicate needs and project expectations across team members and client-partners
* Maintain a constant line of communication between Counter Tools and client-partners

*Consulting and technical assistance*

* Organize, coordinate, and lead webinars and in-person training to increase client-partner capacity
* Tailor content to the unique strengths and needs of each client-partner
* Advance the field by maintaining content expertise and staying up-to-date on emerging issues
* Develop storytelling materials and resources such as toolkits and data dashboards in partnership with team members

*Business development*

* Lead contract management and renewal processes alongside client-partners
* Build relationships with existing and prospective client-partners

*Leadership and teamwork*

* Take responsibility in communicating about equity, race, dominant culture, and systemic racism
* Lead special projects as needed, such as strategic planning efforts and developing new training content
* Assess, share, and integrate best practices, client-partner feedback, and lessons learned to foster innovation in Counter Tools initiatives

**Minimum Qualifications**

1. Demonstrated ability to manage complex, multifaceted projects resulting in measurable success
2. Assertive and concise verbal and written communication skills with exceptional attention to detail
3. Experience in public health policy, systems, and environmental change
4. Demonstrated ability to translate public health data for a variety of audiences
5. Personal qualities of integrity, credibility, and collaboration
6. A commitment to and passion for Counter Tools’ mission and values
7. Genuine interest in place-based public health and health equity for all populations
8. Exceptional customer service skills

**Preferred Qualifications**

1. Experience in alcohol, cannabis, tobacco, and/or healthy food-related community or policy work
2. Experience in public policy, communications, grassroots organizing, or urban planning
3. Experience providing technical assistance on technology tools
4. Experience with GIS mapping and/or Tableau
5. Experience working with models of community ownership in policy change or programs
6. Data analysis, software quality assurance, and/or product management experience
7. Experience managing complex government contracts and/or B2B sales
8. Experience in communications, marketing, and/or graphic design
9. Experience in youth engagement
10. Master of Public Health or Master of Public Policy degree

**Location**

This is a remote position. This position will require travel to client-partner states as needed and to Raleigh, NC at least once per year. Remote employees must provide internet, phone, and an appropriate place to work while in their remote location of choice.

**Salary and Benefits**

Salary range of $58-72,000; health insurance, dental insurance, vision insurance, life insurance, health spending account, paid time off, and a 401K plan.

**Application Process**

To apply for the position, please send your resume, a letter expressing your interest, and a 1-3-page writing sample to Maria Julian at maria@countertools.org. Applications are due by 5:00 pm Eastern on Friday, February 23, 2024. The ideal start date for this role is mid-March. We will review applications and interview qualified candidates on a rolling basis. The interview process will involve at least one video interview with Counter Tools team members.

Counter Tools is an Equal Opportunity Employer. We encourage applications from people with different strengths, experiences and backgrounds, who share a passion for improving health disparities and striving toward a more equitable world. We are committed to a diverse and collaborative work environment, including diversity in race/ethnicity, national origin, age, socioeconomic background, religion, creed, veteran’s status, gender, gender identity, gender expression, sexual orientation, and disability status.