

<b>Job Title:</b>	Mission Services Lead	<b>Wage Class:</b>	Full-Time Salary
<b>Location:</b>	Columbia, SC/ Remote	<b>Travel Required:</b>	As per business need

**Overview:**

Wholespire, Inc. is a private 501 c 3 non-profit organization with a mission to provide communities with proven and sustainable approaches that lead to increased access to healthy choices for all people. Working within the framework of the organization’s strategic plan, the Mission Services Lead will implement and monitor objectives of healthy eating and active living policy, systems, and environmental change initiatives.

The Mission Services Lead should represent the organization and its mission in a positive and productive manner while always seeking to cultivate collaboration and promote the healthy eating and active living movement across South Carolina.

**Details:**

Healthy Eating and Active Living (HEAL) Policy, Systems and Environmental (PSE) Change Agent

- Conduct trainings and provide technical assistance to promote HEAL PSE change.
- Provide support to statewide workgroups including but not limited to connecting partners to resources, coordinating meetings and project reports, and establishing and meeting project deliverables.
- Assure and monitor implementation of localized action plans aligned with statewide priorities including providing technical assistance (TA) to project leads.
- Implement Options for Action tools and audits with multi-sector and multi-disciplinary partners.
- Collaborate with other organizations to promote and expand PSE change resources.
- Responsible for the management of workgroup communications channels such as Microsoft Teams, Google, and webpage maintenance when applicable.
- Support the operations of the organization, which includes staff and board meetings, speaking engagements, and preparation and implementation of events.
- Collect and analyze metrics of the organization, monitoring scope and provision from partner organizations with the capacity to recognize challenges, develop course corrections, and implement plans.

## Advocacy

- Support the Wholespire advocacy agenda with grassroots and grasstops coordination. This will include creating opportunities for community advocates to participate in policy changes that benefit their community including contacting lawmakers or organizing community meetings.
- Engage in relationship building with key stakeholders and elected officials.
- Assist in the creation of advocacy campaigns and oversee their implementation.
- Coordinate Calls to Action including but not limited to working with the marketing department to create content for developing action alerts, writing and delivering testimony at meetings or hearings, and monitoring response rates.
- Coordinate and facilitate advocacy related training, outreach, and events.
- Provide administrative and logistical support for the advocacy committee, including reports and presentations to the Board of Directors.
- Organize opportunities for community advocates to participate in policy changes that benefit their community. This could involve contacting lawmakers or organizing community meetings.

## Grant Coordination

- Support Wholespire grant programs by ensuring compliance with deliverables and submission of grant reports.
- Coordinate the grant application process including partnership development.
- Implement multi-year grants including coordination of team activity, managing budgets, managing grant reporting and outcomes, developing agreements and coordinating contracts with partners.

## Organization and Collaboration

- Manage a database of all relevant contacts.
- Create, record and report metrics.
- Represent Wholespire as a brand ambassador by presenting community projects and initiatives at relevant in person and online events.
- Facilitate collaboration with governmental and non-governmental agencies, including but limited to content of contract agreements and working with the operations manager to facilitate MOUs.
- Monitor workplans and timelines with measurable goals and support reporting and evaluation efforts to ensure adherence to scope, schedule and budget.
- Work with other team members to proactively produce and share relevant and meaningful reports, materials, and presentations that yield action and improvement.

## Requirements

### Experience/ Education

- Bachelor's Degree in Public Health, or related field and minimum of 3-5 years relevant work experience
- Master's Degree, preferred, with a minimum of 2-3 years relevant work experience

### Skills

- Experience in leading teams, building partnerships, budgeting, collaboration, and project management
- Experience with contract management and grant reporting
- Proven experience working independently and remotely
- Organized and attention to detail, including documentation of actions and meetings
- Technical: Proficient in Microsoft Office and Teams, Google Suite, Zoom Meetings and Webinar, Database Platforms (HubSpot)
- Experience with project management tool such as Trello
- Evaluation implementation and monitoring
- Data interpretation
- Excellent communication skills (presentations, verbal, writing)

### **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT:**

Office-type environment with regular use of basic office equipment (i.e., computer, printer, copy machine/scanner, etc)

- Ability to work independently in a remote work environment.
- Ability to sit at a desk and work on a computer for prolonged periods.
- Ability to stand and move around during training and project visits for prolonged periods.
- Ability to lift up to 15 pounds at times.
- Ability to drive and access to the use of a vehicle.

### **COMPENSATION**

Salary will be based on experience with a range of \$52,000 - \$62,000.

Please send a cover letter including the date available to start a position and resume to [info@wholespire.org](mailto:info@wholespire.org).