

## Job Details

### Program Coordinator III

Requisition ID #: 33403

City, State: Milwaukee, WI

Job Category: Program Coordination

Work Location: Medical Education Building


Employment Type: Full Time

Department: AHW Endowment

Experience Level: Experienced (non-manager)

Education: Bachelors Degree

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Position Description:

#### Purpose

As a **Program Coordinator III in Advancing a Healthier Wisconsin Endowment** you will work independently and collaboratively, under the direction of the functional unit lead Program Manager and Program Director, to carry out pre- and post-award grants management activities for assigned AHW funding opportunities. Provide support to and engage with the grants management team to facilitate the achievement of the AHW's grants management functional unit goals.

#### Primary Functions

- Maintain program deadlines for grants management deliverables for assigned AHW funding opportunities, including application and review processes, project outcome reporting, and compliance activities.
- Collaborate on the development and continuous enhancement of program materials including outreach materials, forms, stakeholder instructions, internal process documents, and reports.
- Maintain comprehensive databases and files related to grants management activities ensuring accuracy, consistency, and compliance with stewardship objectives and principles.
- Identify and facilitate mechanisms to maximize use of AHW's grant management system.
- Coordinate and manage program outreach activities including acting as a liaison with AHW applicants, grantees, and stakeholders.
- Organize internal and external meetings, site visits, and special events for applicants and grantees in collaboration with the AHW team.
- Collaborate in identification, implementation, and evaluation of process improvement activities to enhance efficiency and the impact of grants management activities.
- Support grantees and the AHW team in the collection, analysis, and dissemination of program data.
- Participate in the development of program resources through literature searches, contact with outside programs, and review of resources used by peer funders.
- Participate on appropriate committees relevant to the advancement of AHW's grants management activities and the profession.
- Collaborate across AHW functional units and the organization to uphold stewardship objectives and principles.

#### About AHW Endowment

About AHW Endowment – The Advancing a Healthier Wisconsin Endowment was established by the Medical College of Wisconsin in 2004 to receive a portion of the charitable funds from the conversion of Blue Cross Blue Shield of Wisconsin from a nonprofit organization to a for-profit corporation. The proceeds of the sale were generously gifted to Wisconsin's two medical schools – MCW and the University of Wisconsin School of Medicine and Public Health – on behalf of the people of Wisconsin. AHW proudly calls the MCW School of Medicine home. It is this strategic placement in the third largest private medical school in the nation – within Wisconsin's largest private research institution – that enables us to steward this gift, combining the power of philanthropy with that of academic medicine to serve as a catalyst for positive change statewide. Learn more at [www.ahwendowment.org](http://www.ahwendowment.org) (<http://www.ahwendowment.org/>) and learn how you can be a part of the AHW team!

### **Knowledge – Skills – Abilities**

Knowledge of and experience implementing project management tools to track and managing competing priorities individually and collaboratively as a team.

Customer focus, building trust, written and verbal communication, presentation and public speaking, critical thinking, collaborative problem solving, detail-oriented, self-starter, positive conflict resolution, and influencing skills.

Exercise confidentiality and a high degree of discretion and cultural awareness.

#LI-SN1

Preferred Schedule:

8:00am-4:30pm M-F

Position Requirements:

### **Specifications**

*Appropriate experience may be substituted on equivalent basis*

Minimum Required Education: Bachelor's Degree

Minimum Required Experience: 5 years

Preferred Education: Bachelor's Degree

Preferred Experience: 7 years

Field: Experience with grant administration, working in an academic setting with faculty, and/or experience working with community-based non-profit organizations or governmental entities

### **Why MCW?**

- Outstanding Healthcare Coverage, including but not limited to Health, Vision, and Dental. Along with Flexible Spending options
- 403B Retirement Package
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- On campus Fitness Facility, offering onsite classes.
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For a full list of positions see: [www.mcw.edu/careers](http://www.mcw.edu/careers) (<http://www.mcw.edu/careers>)

For a brief overview of our benefits see: <https://www.mcw.edu/departments/human-resources/benefits> (<https://www.mcw.edu/departments/human-resources/benefits>)

*Eastern Wisconsin is a vibrant, diverse metropolitan area. MCW is intent on attracting, developing, and retaining a diverse workforce and faculty body that reflects the community we serve. We value diversity of backgrounds, experience, thought, and perspectives to advance excellence in science and medicine. MCW is a welcoming campus community with a strong culture of collaboration, partnership, and engagement with our surrounding community. For more information, please visit our institutional website at <https://www.mcw.edu/departments/office-of-diversity-and-inclusion> (<https://www.mcw.edu/departments/office-of-diversity-and-inclusion>).*

### **MCW as an Equal Opportunity Employer and Commitment to Non-Discrimination**

The Medical College of Wisconsin (MCW) is an Equal Opportunity Employer. We are committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, age, disability, sex, gender identity/expression, sexual orientation, marital status, pregnancy, predisposing genetic characteristic, or military status. Employees, students, applicants or other members of the MCW community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.

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