PROJECT MANGER (PM)
JOB ANNOUNCEMENT

Santa Cruz Community Health (SCCH) is a multi-site, Federally Qualified Health Center (FQHC) serving Santa Cruz County residents. SCCH began as a women's health collective in 1974 with the mission to improve the health of our patients and the community and advocate the feminist goals of social, political, and economic equality. Now, more than 50 years later, we serve that same mission at our three clinic sites: the Santa Cruz Women's Health Center in downtown Santa Cruz serving women and children; the Live Oak Health Center serving everyone; and the Santa Cruz Mountain Health Center providing appropriate and expanded access to care for our patients in the San Lorenzo Valley.

Driven by our commitment to health care as a human right, SCCH is a leading non-profit provider offering comprehensive health services to our patients, regardless of their ability to pay. We have been recognized in the community as a leader in delivering high-quality, innovative care, and we are active in local, state, and national advocacy work that empowers our patients and community to be healthy, happy, and successful.

SCCH has a diverse patient population and an engaging and friendly work environment. Our caring and committed staff work as a team to fulfill our mission so that all our patients have access to quality, whole-person health care.

POSITION SUMMARY:
The Project Manager is a key enterprise leader responsible for orchestrating high-impact, cross-functional initiatives and managing the end-to-end lifecycle of projects that drive Santa Cruz Community Health's organizational growth and strategic objectives. This role operates at the enterprise level, ensuring that projects are fully aligned with the organization's long-term vision, enterprise priorities, and operational excellence. This role sits at the intersection of funding, strategy, and execution, ensuring alignment between grant opportunities, enterprise priorities, and programmatic goals. Reporting to the Senior Project Manager, the Project Manager partners closely with executive leadership and cross-departmental teams—including grants program, finance, and operations—to strengthen enterprise systems for planning, execution, and accountability. The Project Manager leverages enterprise project management best practices to coordinate initiatives, optimize resource allocation, and deliver measurable outcomes that advance the organization's mission and sustainability.

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Classification: Full-Time, Hourly, Non-Exempt
Reports to: Senior Project Manager
Language Requirement: English; English/Spanish Preferred

Location: Hybrid
Pay Range: $76,003 - $92,893, DOE.
Hours: 8AM-5PM

CORE JOB RESPONSIBILITIES:

Enterprise Project Management

- Lead and manage assigned organization-wide strategic initiatives throughout the project lifecycle, including planning, execution, monitoring, implementation, and evaluation.
- Partner with the Senior Project Manager to support the development, implementation, and continuous improvement of enterprise project management processes, including project intake, prioritization, governance, and resource planning.
- Develop and maintain comprehensive project plans, timelines, milestones, and accountability frameworks to drive successful execution across the enterprise.
- Facilitate cross-departmental collaboration to ensure strategic alignment, clear communication, and timely delivery of project objectives.
- Monitor, track, and report on progress toward enterprise goals, key performance indicators, and strategic priorities for executive leadership.
- Proactively identify risks, gaps, and implementation challenges; develop and drive enterprise-level solutions to address barriers and ensure project success while escalating any significant concerns to the Senior Project Manager.
- Prepare and deliver updates, presentations, and decision-support materials for the CSIO and executive leadership to inform enterprise decision-making.
- Support the ongoing implementation, monitoring, and refinement of the organizational strategic plan and enterprise priorities.
- Lead or support additional enterprise projects and initiatives assigned by the Senior Project Manager or CSIO.

Grants Project Management and Coordination

- When enterprise-level projects are grant funded, collaborate with the grants team to ensure all funder requirements—including reporting, invoicing, and compliance—are met.

Stakeholder Engagement & Communication

- As assigned, serve as a liaison between internal teams, leadership, and external partners/funders
- Facilitate cross-functional meetings, workgroups, and project check-ins, ensuring clear documentation of decisions, responsibilities, action items, and follow up activities.

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- Develop reports, presentations, dashboards, and communications for leadership and funders
- Support organizational storytelling and impact reporting efforts
- Identify and proactively address stakeholder concerns, communication barriers, and competing priorities, escalating significant issues to the Senior Project Manager as appropriate.

QUALIFICATIONS:

Minimum Requirements:

- Bachelor's preferred (Public Health, Public Administration, Business, or related field) or equivalent work experience.
- 2–5+ years of progressive experience in project management, grants management, or strategic planning roles, ideally within complex or at the enterprise-level of an organization.
- Demonstrated success managing midsize, cross-functional projects with multiple stakeholders and competing priorities
- Proven experience supporting or leading grant proposal development, submission, and reporting processes
- Exceptional organizational skills with the ability to manage multiple enterprise projects and deadlines simultaneously
- Superior written and verbal communication skills, with the ability to synthesize complex information for diverse audiences
- Strong interpersonal skills and the ability to collaborate effectively across departments, influence without direct authority, and build consensus among stakeholders
- Proficiency with project management software, grants management systems, and data tracking tools

Preferred Qualifications:

- Experience in healthcare, nonprofit, or community-based organizations
- Familiarity with Medi-Cal, public health programs, or health equity initiatives
- Experience with program management/grants management systems
- Background in strategic planning, quality improvement, or data analysis

SALARY & BENEFITS:

This is a Full-Time (40 hours per week), Salary Exempt role with an annual salary range of $76,003 - $92,893 DOE. Competitive compensation & benefits package are available to staff working at least 20 hours per week. Paid time off and paid holidays accrue from date of hire. Employer subsidized group health, dental, vision and life insurance plans the first of the month after 30 days of employment. Automatic 2% enrollment in an Employer sponsored 401K plan with a 2% retirement match.

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SANTA CRUZ COMMUNITY HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER (W/M/V/D).

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