

2.28.24

Business Development (Healthcare) Project Associate

About Us

God's Love We Deliver, a nonsectarian organization, is the New York metropolitan area's leading provider of life-sustaining meals and nutrition counseling for people living with severe illnesses. Begun as an HIV/AIDS service organization, today God's Love provides for people living with more than 200 individual diagnoses. God's Love cooks and home delivers the specific, nutritious meals a client's severe illness and treatment so urgently require. Meals are individually tailored for each client by one of our Registered Dietitian Nutritionists, and clients have access to unlimited nutrition counseling. God's Love supports families by providing meals for the children and senior caregivers of our clients. All of our services are provided free of charge to clients.

About the Role:

God's Love We Deliver has been synonymous with healthcare since our inception. The Business Development and Community Partnerships Department establishes partnerships and contracts with managed care providers, hospitals and health systems, and community-based organizations. The Business Development (Healthcare) Project Associate is responsible for supporting the organization's efforts to manage an increasing number of healthcare and community partnerships that we have established. The position supports the team's effort to expand the organization's visibility regarding the impact that medically tailored home-delivered meals have on healthcare costs and health outcomes. To accomplish these goals, the role provides administrative support for relationship building, outreach, engagement, and collaboration with external partners and works closely with the Policy & Planning, Program, Operations, and Development teams at God's Love.

- Benefits: Excellent Health, Dental, and Vision insurance at low cost to employees. Option to enroll in pre-tax Commuter Transit, Flexible Spending Account, and Health Savings Account.
- Retirement Savings Plan: 403B with up to a 2% match each pay period
- Paid Time Off including
 - 15 Days of annual Paid Vacation Time Off in first year of employment, increasing with length of service
 - 12 days of annual Paid Sick Time
 - 10 paid holidays
- Monday through Friday.
- A rewarding work environment: Supporting our operations providing nutritious meals to New Yorkers living with severe illness.
- A collaborative work environment: Everyone works together to contribute their talents and their ideas.
- A fun work environment: Periodic staff lunches and Happy Hours; an annual staff retreat to focus on team learning and team-building; a fun Holiday Party to celebrate our staff
- An inclusive work environment: Celebrating diversity, equity and accessibility, valuing the unique perspectives and life experiences that all employees bring to work.
- **This is a hybrid position allowing for some remote work and requiring regular in-office workdays .**
- This is a Full-Time exempt position, paying \$63,000-\$67,000 annually.

Essential Duties and Responsibilities:

- Provide administrative and project support to the Business Development and Community Partnerships Department, including but not limited to: generating reports for healthcare partner agencies, creating spreadsheets for internal analysis, presentation decks, scheduling internal and external meetings, and report minutes of meetings with actionable items and track progress of partnerships to assigned staff.
- Conduct research on healthcare trends as related to current healthcare partners, and opportunities for growth and expansion.

- Coordinate departmental calendars for internal and external scheduling.
- Represent the organization at coalition meetings and community-based events such as block associations, health and social service meetings, and community board meetings.
- Support outreach and engagement efforts by conducting presentations and training sessions for staff from partner agencies.
- Work collaboratively with management and senior leadership to identify, build relationships and partner with residents, local agencies, elected officials, and community stakeholders.
- Participate in advocacy activities that promote funding and policies that support the integration of medically tailored meals into healthcare.
- Manage outreach and engagement with current and potential partners by conducting presentations with managed care organizations, healthcare systems, federally qualified health centers, community-based organizations, and others.
- Coordinate the generation of new business opportunities by proactively finding and qualifying leads through targeted outreach to all potential healthcare partners.
- Assist with engagement, development, research, cultivation, and maintenance of our healthcare and community-based partnerships to facilitate achieving and exceeding annual revenue objectives.
- Support the Business Development team by following up to ensure execution of Memoranda of Understanding or linkage agreements with community-based organizations, and communicating with customers/partners around reports, enrollments, timelines, and deadlines.
- Assist with all departmental recordkeeping related to outreach and collaborate on marketing activities that involve social media and publications. Prepare database and project reports for internal and external use.
- Complete data entry tracking activities which includes entering all relevant partner/contact details into organizational databases.
- Meet with internal project teams regularly to ensure all deliverables are on track.
- Other duties as assigned.

About You:

You are highly driven, self-motivated, and empathetic, with a strong desire to provide support to clients living with a serious illness. You are looking for a collaborative, team-oriented environment, and you are energized by opportunities for collaboration.

In addition, you meet the following requirements:

- Bachelor's degree with at least 3 years of fast-paced healthcare or nonprofit experience, ideally with an administrative and/or community engagement focus.
- Superior attention to detail.
- Must be able to operate effectively as part of a team and independently.
- Strong project management skills.
- Strong written and oral communication skills.
- Effectively communicates (verbally and visually) with internal and external stakeholders across all levels, with strong presentation skills.
- Superior time management skills with the ability to work effectively under deadlines and fluidly across priorities.
- Strategic mindset with an ability to think and focus on both the near and long-term.
- Available some evenings and weekends to support outreach and engagement events as needed.
- Microsoft Office proficiency required; Excel expertise a must.
- Monday.com, Salesforce, and Raiser's Edge NXT experience a plus.

Interested in Applying for this Role?