

Job Title: Program Implementation Manager**Reports To:** Executive Director**Position Type:** Full Time Non-Exempt**Position Summary**

The Program Implementation Manager supports the coordination, implementation, and oversight of multiple grant-funded initiatives within the Wilson County Substance Prevention Coalition (WCSPC). This role ensures that programs are executed effectively, align with funding requirements, and contribute to the Coalition's overall mission to reduce substance misuse and strengthen community well-being.

Working across prevention, recovery, and community impact efforts, this position plays a key operational role in managing timelines, supporting partners, tracking deliverables, and maintaining compliance across grants. The Program Implementation Manager collaborates closely with staff, community partners, and funders to ensure consistency, quality, and measurable impact across all initiatives.

This position balances day-to-day program coordination with grant oversight responsibilities. The ideal candidate is organized, collaborative, and comfortable managing multiple projects simultaneously.

Organizational Alignment

This position supports the Coalition's vision that every Wilson County resident can access comprehensive substance use prevention, treatment, recovery, and harm reduction resources quickly, easily, and without judgment.

The Program Implementation Manager reports to the Executive Director and works closely with Coalition staff, community partners, and funders to advance strategic priorities and ensure successful grant implementation. This position may provide guidance or coordination support to program staff and contractors as needed.

Key Responsibilities*Program Coordination & Implementation*

- Coordinate implementation of multiple grant-funded programs, ensuring alignment with work plans, timelines, and deliverables.
- Support the development and execution of program strategies that address identified community needs.
- Monitor progress across initiatives and ensure activities are completed on time and within scope.
- Assist in developing implementation plans, performance measures, and tracking systems for assigned grants.

- Identify challenges or barriers to implementation and work with staff and partners to address them.
- Ensure consistency and alignment across Coalition programs and initiatives.

Partnership Development & Support

- Serve as a point of contact for community partners, subawardees, and stakeholders involved in grant-funded work.
- Provide technical assistance and guidance to partners on program implementation, reporting, and best practices.
- Facilitate communication between WCSPC and partner organizations to support effective collaboration.
- Participate in community meetings to represent WCSPC initiatives.

Data, Reporting & Evaluation

- Support data collection, tracking, and basic analysis to monitor program performance and outcomes.
- Maintain accurate documentation of activities, deliverables, and partner engagement.
- Assist in preparing required programmatic reports for local, state, and federal funders.
- Contribute to evaluation efforts by ensuring data is collected consistently and aligns with grant requirements.

Financial Oversight & Grant Compliance

- Track grant expenditures and assist with budget monitoring to ensure alignment with approved budgets.
- Support the Executive Director with budget development, reporting, and forecasting needs.
- Ensure all program activities comply with grant requirements, policies, and applicable regulations.
- Maintain organized records to support audits and funder reviews.

Community Engagement & Communication

- Represent WCSPC at meetings, events, and presentations related to funded initiatives.
- Assist in developing materials and communications that highlight program efforts and outcomes.
- Support outreach efforts to increase awareness and engagement in Coalition programs.
- Contribute to maintaining consistent messaging aligned with WCSPC's mission and values.

Qualifications

- Bachelor's degree in Public Health, Social Work, Psychology, Public Administration, or related field preferred.
- Experience in program management, public health, or prevention initiatives (experience with SPF or SAMHSA-funded projects preferred).
- Strong organizational, analytical, and communication skills.
- Experience with grant management, budgeting, and reporting.
- Ability to build and maintain collaborative partnerships with diverse stakeholders.
- Proficiency in Microsoft Office Suite/Google Drive

Work Environment

This is an in-office position located in Wilson County, North Carolina. Regular participation in community meetings and events is required. Occasional remote work may be approved by the Executive Director when appropriate. The position may include occasional evening or weekend hours to accommodate community engagement or special projects.

Benefits

- Benefits package includes paid time off, holidays, and professional development opportunities.