



State Expansion Project Administrator

Healthy Birth Day, Inc., a 501(c)(3) nonprofit organization dedicated to preventing stillbirth, is seeking a **State Expansion Project Administrator** to strengthen our life-saving impact across the U.S. This role plays a vital part in advancing HBD's outreach and impact by managing strategic expansion initiatives in multiple states, coordinating toolkits and outreach campaigns, and maintaining strong relationships with community partners. From organizing webinars to overseeing product updates and managing budgets, this role requires someone who is highly organized, data-savvy, and passionate about maternal and infant health.

Compensation: \$57,000 - \$60,000

Work Location: HBD is a hybrid-work organization. This position will have the ability to work from home with weekly in-office requirements that will be determined by management. The candidate must live within the Des Moines Metro area.

Hours: Full-time, 40 hours per week, Exempt

Roles and Responsibilities

- Manage the execution of State Expansion deliverables assigned by the State Expansion Director, including toolkit creation and coordination of various outreach campaigns (mailings, presentations, and emails)
- Manage project timelines, deliverables, and workflows for State Expansion initiatives
- Manage State Expansion projects, including but not limited to yearly material updates, materials translations and illustration changes.
- Create and provide data reports on programming to state partners monthly and quarterly
- Analyze and determine the Return on Investment (ROI) of all state partner campaigns, including webinars and contract deliverables
- Attend occasional conferences, baby showers, and other community events as needed to manage tabling, present on *Count the Kicks*, and promote the organization's mission as needed.
- Host and co-host *Count the Kicks* webinars and presentations to promote the program's initiatives and educate stakeholders.

Education:

- A bachelor's degree is preferred or 4+ years of work experience in a related field required.

Experience:

- 2 – 3 years of professional level experience in a similar position.

Travel: There may be some limited travel required within the state of Iowa and the United States. Some weekend and evening work will be required.

Benefits: Comprehensive health benefits package, short-term disability, life insurance, employee assistance program, 11 paid holidays and paid time off. Opportunity for an annual bonus if goals are met or exceeded during annual review.



Join us in saving babies' lives! Send a cover letter and resume to employment@healthybirthday.org with the subject line "SE Project Administrator." Learn more about our mission at www.healthybirthday.org.

Healthy Birth Day, Inc. is an equal opportunity employer. We value diversity, equity and inclusion, and we recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. Diversity of experience and skills combined with passion is a key to innovation and excellence; therefore, we encourage people from all backgrounds to apply to our positions. Please let us know if you require accommodations during the interview process.