



### **Healthy Birth Day, Inc. Seeks State Expansion Coordinator**

*Healthy Birth Day, Inc. (HBD)* is a 501(c)(3) nonprofit organization dedicated to the prevention of stillbirth. We foster a welcoming and inclusive culture and are best known for the *Count the Kicks* public health awareness campaign, which educates and empowers expectant parents to track their baby's movements during the third trimester of pregnancy. Our goal is to save 7,500 babies from preventable stillbirth in the U.S. each year and to reduce racial disparities that persist in birth outcomes.

The State Expansion Coordinator will oversee the coordination and execution of state expansion deliverables, which requires strong organizational skills, strong presentation skills, and working well in a fast-paced environment. Our final candidate will report to the State Expansion Director. An ideal candidate for this role has juggled multiple priorities in a fast-paced environment, maintained professionalism, and has excellent interpersonal skills.

#### **Roles and Responsibilities:**

- Manage execution of state expansion contracts, including but not limited to: toolkit creation and dissemination, mailings, presentations and call campaigns
- Work with HBD staff and volunteers on deliverables
  - Clear communication on timeline and expectations
- Track and manage inventory of *Count the Kicks* printed materials
- Work closely with the fulfillment center on mailings and inventory
- Host webinars and present at various meetings on behalf of *Count the Kicks*
- Create and provide data reports on program metrics to states
- Monitor ROI on various state expansion projects - such as mail campaigns, email campaigns, webinars, and call campaigns.
- Data collection and analysis of state expansion projects, racial disparities in birth outcomes and fetal death data
- Other duties as assigned

#### **Must Haves:**

- Strong desire to improve birth outcomes
- Strong interpersonal skills
- Experience working in a fast-paced work environment with tight deadlines
- Experience in presenting to large groups of individuals, including virtual and in-person
- Highly organized and self-motivated
- Proficient with Word, Excel, PowerPoint, and Google Drive at a minimum
- Ability to be flexible to handle multiple priorities
- Ability to work independently and as part of a team
- Good written and verbal communication
- Positive attitude and a commitment to diversity and inclusion



**Education:**

- Associate or Bachelor's Degree in public health, business, sociology, communications, health equity, health services administration, or related field preferred

**Start Date:** February/March 2023

**Travel:** Out-of-state travel may be required 1-2 times per year.

**Hours:** 40 hours/week, additional hours needed during conference or event times, exempt

**Salary and Benefits:** \$50,000-54,000 depending on experience, comprehensive health benefits package, 11 paid holidays and paid time off

**Location:** Hybrid position anywhere in the United States.

We value diversity, equity, and inclusion and recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. Diversity of knowledge and skills combined with passion is a key to innovation and excellence. Therefore, we encourage people from all backgrounds to apply. Let us know if you require accommodations during the interview process.