



PROJECT MANAGER I

JOB DESCRIPTION

Department: Administration	Reports To: Director of Strategic Initiatives
Location: Wasilla, Alaska	Travel: Less than 25%
FLSA Classification: To be determined	Supervisory: No
Salary Grade: (TBD)	Salary Range: \$81,800 – \$94,900 annually
Effective Date: (TBD)	Last Review Date: N/A

About the Foundation

Good health is fundamentally tied to quality of life. At Mat-Su Health Foundation, we strive to improve the health and wellness of Alaskans in our borough. By providing financial and strategic support to nonprofit organizations offering services and practical solutions to the health and wellness challenges facing our residents, we are building a community where all people have the opportunity for a healthy life.

The Foundation has a long-standing relationship with Mat-Su Regional Medical Center. MSHF helps guide MSRMC's operations, and five of the ten seats on MSRMC's Board of Directors are selected by the MSHF Board. This partnership is critical to reaching our shared goal of making the Mat-Su the healthiest borough in Alaska.

The values we embrace are reflected in our daily actions, decision-making, relationship norms, and grantmaking practices. These values define how we interact with the Mat-Su residents with whom we work, live, and play. To this end, MSHF embraces the following values as the foundation of our efforts: Belonging, Collaboration, Equity, Respect, Stewardship, and Transparency.

POSITION SUMMARY

The Project Manager I supports the successful delivery of cross-functional projects and strategic initiatives that advance Mat-Su Health Foundation's mission, organizational priorities, and community impact goals.

Working closely with the Director of Strategic Initiatives, project sponsors, department leaders, and cross-functional teams, this role translates approved priorities into organized, measurable work by leading project planning and coordinated execution, stakeholder engagement, communication, risk management, and implementation follow-through.

The Project Manager I helps create clarity within complex work by coordinating people, timelines, decisions, risks, and dependencies while fostering collaboration and accountability across assigned projects. Success in this role is measured not only by the successful delivery of assigned projects, but also by strengthening the Foundation's project management practices and its ability to consistently translate priorities into coordinated action.



The role supports successful execution by helping complex work move forward cohesively while providing project leadership, communication, organization, and accountability throughout implementation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Deliver Strategic Projects

- Lead assigned projects from initiation through implementation while maintaining alignment with organizational priorities, approved objectives, and intended outcomes.
- Develop and maintain project plans, timelines, milestones, workplans, schedules, and implementation trackers.
- Coordinate project activities across departments, consultants, vendors, contractors, and project teams.
- Manage assigned consultant, contractor, and vendor relationships at the project level, including coordination of scope, timelines, deliverables, information needs, routine performance issues, and appropriate escalation within delegated authority.
- Monitor project scope, timelines, risks, dependencies, deliverables, and resource needs while helping maintain alignment with approved objectives.
- Identify emerging risks, barriers, or capacity concerns and elevate them appropriately.
- Support project closeout activities, lessons learned, and continuous improvement efforts.

Strengthen Project Management Practices

- Apply and reinforce consistent project management practices, templates, reporting tools, and organizational standards across assigned work.
- Maintain accurate project documentation, governance records, decision logs, and implementation artifacts that support effective execution and organizational learning.
- Utilize work management platforms, including Asana and related technologies, to improve coordination, visibility, and accountability.
- Contribute to the development and continuous improvement of project management tools, processes, standards, and shared practices across the Foundation.

Build Collaborative Partnerships

- Partner closely with the Director of Strategic Initiatives to coordinate assigned initiatives and organizational priorities.
 - Work collaboratively with leadership, staff, consultants, contractors, vendors, and community partners as directed.
 - Lead project meetings and working sessions that clarify direction and decisions, maintain momentum, resolve or escalate barriers, and promote accountability.
-



- Build strong working relationships that encourage effective communication and successful project outcomes.

Increase Organizational Visibility & Accountability

- Develop and deliver project reporting that enables leaders to understand progress, emerging risks, dependencies, resource needs, and key decisions.
- Communicate project status, accomplishments, risks, dependencies, and upcoming milestones clearly and professionally.
- Support coordination of leadership meetings, project work sessions, stakeholder engagement activities, and implementation planning efforts.
- Contribute to a culture of collaboration, accountability, and continuous organizational improvement.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this position. Duties, responsibilities, project assignments, and activities may change at any time with or without notice based on organizational priorities and operational needs.

EDUCATION AND EXPERIENCE REQUIREMENTS

Required

- Bachelor's degree in business administration, project management, public administration, nonprofit management, organizational leadership, or a related field. Equivalent experience may be considered.
- Two or more years of progressively responsible experience with direct responsibility for planning, coordinating, or managing projects involving multiple stakeholders.
- Demonstrated ability to organize complex work, manage competing priorities, and maintain attention to detail.
- Strong written, verbal, organizational, and interpersonal communication skills.
- Proficiency with Microsoft Office Suite and the ability to learn project management technologies.

Preferred

- CAPM, PMP, or other formal project management certification or training.
 - Experience using Asana or a comparable work management platform.
 - Experience supporting strategic initiatives, organizational improvement efforts, or cross-functional projects.
 - Experience working within nonprofit, healthcare, philanthropic, governmental, or other mission-driven organizations.
 - Experience coordinating consultants, vendors, contractors, or multidisciplinary project teams.
-



Competencies

- Demonstrates personal accountability by following through on commitments and aligning work with the Foundation's mission, values, and organizational priorities.
- Organizes complex work into clear plans, timelines, and actionable next steps.
- Builds collaborative relationships across departments while maintaining professionalism, trust, and respect.
- Communicates clearly with project teams, leadership, consultants, vendors, and community partners.
- Identifies risks, dependencies, and emerging issues early and communicates them appropriately.
- Maintains attention to detail while understanding broader organizational objectives.
- Adapts effectively to changing priorities while maintaining organization and follow-through.
- Contributes to continuous improvement of project management practices, organizational systems, and team effectiveness.

Work Location: Wasilla, Alaska.

Work Environment

The employee will work primarily in a typical professional office environment with offices, moderate temperature, and standard equipment noise. The position may also participate in meetings, community activities, partner engagements, or project work at other locations.

Physical Demands

- The physical demands of this office-based position primarily include prolonged periods of sitting at a desk or workstation, frequent computer use, reading printed and digital materials, and regular communication by phone, video conference, and in-person meetings.
- The position may occasionally require standing, walking, travel, and lifting or carrying items up to 20 pounds, such as laptops, binders, presentation materials, or office supplies.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position, in accordance with the Americans with Disabilities Act (ADA).

Travel: Less than 25% of this position may involve travel within the community, within the state, or outside Alaska for meetings, relationship-building, training, or professional development.



EEO Statement

Mat-Su Health Foundation is an equal opportunity employer.