



Program Manager, Systems Change JOB DESCRIPTION

Department	R.O.C.K. Mat-Su	Reports To	Director of R.O.C.K. Mat-Su
Location	Wasilla, AK	Travel	Less than 15%
FLSA Classification	Exempt	Supervisory Responsibility	No
Salary Grade	TBD	Salary Range	\$70,000 - \$80,000 ann
Effective Date	May 2026	Last Review Date	08.2026

Position Summary

R.O.C.K. Mat-Su (Raising Our Children with Kindness) is a community collaborative working to accomplish two goals: 1) Strengthen families so all children thrive in a safe, healthy, and equitable community and 2) End child abuse and neglect and reduce adverse childhood/community experiences. R.O.C.K. Mat-Su is a cross-sector community partnership working to influence the systems that affect children and families, guided by the collective impact framework. Mat-Su Health Foundation serves as the initiative's "backbone" organization, ensuring it is staffed, funded, and governed appropriately to carry out its important mission. R.O.C.K. Mat-Su employees are employees of the Mat-Su Health Foundation.

Essential Duties and Responsibilities

Leadership

- Lead the design, development, and implementation of the shared vision, common agenda, and desired impact for assigned focus area initiative workgroups;
- Identify policy, systems, and practice changes necessary to advance initiative outcomes;
- Provide stewardship and oversight of governance structures within focus area initiatives;
- Partner with the R.O.C.K. Mat-Su Director to ensure alignment between initiative workgroups and the broader strategic goals and objectives of the collective.

Facilitation

- Design and convene high-level, outcome-driven meetings and community forums using collaborative processes;
- Serve as a strong, neutral facilitator who builds trust and effectively manages complex stakeholder dynamics;
- Promote distributed leadership and shared accountability among partners;



- Utilize diverse facilitation strategies to strengthen engagement, clarity, and impact;
- Guide workgroups toward consensus, shared measures, collective meaning, and strategic progress.

Management and Administration

- Develop and coordinate comprehensive strategies that advance population-level, systems-level change;
- Align and support strategic, administrative, and operational priorities for R.O.C.K. Mat-Su and MSHF; Oversee budgets, contracts, grant funds, and procurement processes for assigned initiatives;
- Ensure timely completion of grant and contract deliverables;
- Communicate clearly and consistently with partners and community stakeholders regarding initiative progress;
- Maintain knowledge of relevant research, trends, and best practices;
- Integrate the collective impact framework and other evidence-informed models to achieve initiative goals;
- Coordinate workgroup meetings, trainings, and community convenings.

Data and Evaluation

- Oversee shared data systems and evaluation processes
- Translate data insights into strategic adjustments and continuous improvement efforts
- Develop reports and communication materials that clearly demonstrate progress and outcomes
- Promote transparency and shared ownership of results among partners.

External Relationships:

- Build and sustain strong relationships with community partners and key regional and statewide stakeholders;
- Maintain a comprehensive understanding of systems impacting children and families in the Mat-Su Borough;
- Uphold R.O.C.K. Mat-Su's role as a respected, neutral convener;
- Serve as a liaison between funders and implementation partners.

Health Equity Promotion:

- Advance alignment with the organization's commitment to health equity and inclusion;
- Support collective efforts to address historical and intergenerational trauma at the population level;
- Ensure initiatives are guided by authentic community voice;



- Facilitate health equity efforts through equitable policies, practices, and assessment approaches; Identify and work to eliminate structural barriers affecting children and families;
- Demonstrate ongoing professional growth in cultural responsiveness and competency.

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. Duties, responsibilities, and activities may change at any time with or without notice.

Competencies

- Advanced knowledge in developing, implementing and supporting Theory of Change and Logic Models to enact system level change
- Knowledge of implementation science and supporting complexity of system-level change
- Strong facilitation skills with ability to select and apply a variety of facilitation methods appropriate to group size, stakeholder dynamics, and decision-making objectives
- Excellent written and oral communication skills, ability to build trust and maintain confidentiality and diplomacy required in communicating with people from diverse racial, ethnic, socioeconomic, and gender backgrounds
- Ability to learn quickly, stay flexible and highly organized in fast-paced environment with competing demands while maintaining integrity of work product for self and colleagues
- Advanced program management skills, including an ability to think strategically over multi-year horizons, leverage data for decision-making, and facilitate cross-sector workgroups
- Demonstrate an understanding of advanced theories, models, and frameworks and the ability to think analytically in applying strategic processes to achieve systems-level change at the population level
- Deep appreciation and understanding of social and racial equity work; knowledge of equity, inclusion, historical trauma and intergenerational trauma; a willingness to advance personal and professional growth in cultural competency
- Ability to work in a highly collaborative, team-centered environment

Education & Experience

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- Bachelor's degree required, Master's degree preferred; degree in public health, social work, education or other related field preferred
- Minimum of 3 years of proven program management skills
- Super user of Microsoft office suite and other database management systems
- Super user of standard office communications systems, hardware, copies, and other office equipment

Work environment: Employee will be working in a typical office environment with frequent interruptions, moderate temperature, and equipment noise.

Physical demands:

- The physical demands of this office-based position primarily include prolonged periods of sitting at a desk or workstation.
- The role requires sufficient manual dexterity to perform frequent tasks such as typing, using a mouse, writing, and handling documents.
- Visual acuity is essential for reading printed materials, emails, spreadsheets, and computer screens.
- Effective verbal communication and adequate hearing are necessary for regular interactions via phone, video conferencing, and in-person meetings.
- The position may occasionally require minimal lifting or carrying of items weighing up to 20 pounds, such as laptops, binders, or office supplies, as well as occasional standing or walking within the office environment for meetings or collaborative tasks.
- Additional physical requirements may include occasional travel—which can involve extended periods of sitting, walking through airports, and lifting luggage—or stair climbing in offices where elevators may not be accessible.

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).

EEO statement: Mat-Su Health Foundation is an equal employment opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.