



Position Description: Manager, Community Expansion

Benefits in Action is a nonprofit organization dedicated to supporting our diverse community with a focus on the elderly and underserved, to improve their understanding, access, and utilization of food- and health-related benefits to enhance food security, health, and well-being. In 2022, Benefits in Action provided services to more than 14,000 individuals by assisting them with Medicaid, Medicare, Connect for Health, SNAP, food delivery, and issues related to social isolation. Volunteers are an integral part of our organization.

About the Role:

The Manager, Community Expansion at Benefits in Action is responsible for the implementation of the current AARP Foundation funding which includes establishing Benefits in Action in new Colorado communities.

The Manager, Community Expansion, will research and analyze Colorado communities to develop focal points which will provide Benefits in Action services outside of the Denver metro area. The manager will develop collaborating relationships with organizations in those communities to provide navigation and application assistance to older adults.

The Manager, Community Expansion, will work together with the Manager of Marketing and Communications and the Director of Strategic Engagement and Outreach to determine appropriate communities, potential partners in those communities, develop name recognition, and to focus on providing outreach and education. The manager will also be responsible for developing a structure that meets the unique needs of older adults in the communities chosen.

This position will be responsible for direct service to the community including education, navigation, and application assistance for community and governmental benefits as the community structure is evolving. The Manager will continue to

The Manager will be responsible for regular and accurate data, data analysis, and grant reporting that is attributed to this position.

The Manager will ensure all staff and volunteers maintain HIPAA protocols, utilize reporting tools accurately and efficiently, provide exceptional customer service to clients, and work according to Benefits in Action culture and values.

The Manager of Community Expansion reports to the Director of Strategic Engagement and Outreach and works closely with other managers and operations staff to ensure staff and volunteers meet and maintain productivity and efficiency goals and are compliant with grant budget and responsibilities. The Manager of Community Expansion models appropriate behavior and work style to all staff, volunteers, and community members.

This position requires some overnight travel to communities under consideration and to expansion communities.

Education/ Work Requirements:

- Bachelor's and/or master's degree in healthcare management, Public Health, Social Work, Human Services, or related field and/or work experience required.
- 2-4 years' work experience in a related field
- Knowledge of HIPAA practices
- Knowledge of marketing/communication, development, and community building.

Other Required Strengths:

- Demonstrated experience working with diverse populations.
- Supervisory experience
- Strong computer skills and program proficiency
- Strong written and verbal communication skills
- Strong organizational, logistical and time management abilities
- Ability to manage multiple projects at one time.
- Ability to work with individuals and organizations at all levels.
- Ability to be flexible and work on a passionate team.
- Willingness to jump in where needed.
- Maintains a valid driver's license and adequate insurance for transportation to meetings/appointments.
- Experience with Microsoft 365 and SharePoint preferred.
- Bilingual (Spanish/English) preferred.

Position Type/ Work Schedule: This is a full-time, exempt position, requiring occasional evening and weekend work and the ability to be flexible and responsive to emergent needs of Benefits in Action.

Compensation & Benefits:

- \$52,000 - \$60,000 annually (depending on experience)
- Medical/Dental/Vision/Life Insurance/Short- and Long-Term Disability/Retirement
- Paid time off benefits (holiday, sick, vacation)

How to Apply

If you are interested in the role, please provide a cover letter and resume to careers@benefitsinaction.org.

Benefits in Action is dedicated to equal employment opportunities in any term, condition, or privilege of employment. Benefits in Action prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law. This policy applies to all employees.