Job Title: Hackett Center Project Manager

The Meadows Mental Health Policy Institute (MMHPI) seeks a Project Manager to support the work of The Hackett Center for Mental Health. The Project Manager will be responsible for the direction, coordination, implementation, and completion of projects while remaining aligned with the vision, mission, and strategy of the organization. The work location is in Houston, Texas. Statewide travel (up to 20%) may be required. Some duties may require access to reliable personal transportation.

Responsibilities:

- Manage and coordinate policy, consultation, technical assistance, and assessment projects conducted by the Institute by preparing work plans, coordinating activities of project teams, and assisting the designated project leads with project management activities.
- Ensure that projects run smoothly and that deliverables are of the highest quality and are provided in a timely manner.
- Conduct literature reviews, focus groups, and key informant interviews for projects.
- Gather and synthesize information from diverse sources.
- Draft project reports in collaboration with the team.
- Provide input to the project team that will help ensure programs are carefully designed to deliver meaningful, quantifiable impact in accordance with The Hackett Center for Mental Health and MMHPI’s goals.
- Coordinate efforts within the Team and with external groups.
- Provide verbal and written project updates to The Hackett Center leadership and key stakeholders.
- Support the external relations functions of Communications and Fund Development.
  - Related functions may include assisting with content for a variety of documents, including grant proposals and reports, prospect management and research.
- Other duties as assigned.

Required Qualifications:

- Bachelor’s degree in Public Policy, Psychology, Sociology, Government, or other related field.
- A minimum of three years of relevant experience.
- Experience with research, evaluation, or policy work.
- Experience and skills in project management, including developing work plans, timelines, tracking deliverables, and coordinating multiple stakeholders.
- Excellent written and verbal communication skills.
• Ability to work independently as well as collaboratively with colleagues. This includes communicating effectively with team members in various geographic regions and making contributions to the Team’s work.
• Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously and meet deadlines.
• Capacity to think strategically, critically, and develop proactive solutions to challenges.
• Flexibility in working with new issues, topics, and approaches.
• Strong familiarity with Microsoft Word, Outlook, and Excel.

Preferred Qualifications:
• Master’s degree in Public Policy, Psychology, Sociology, Government, or other related field.
• Experience gathering and synthesizing diverse information about mental health issues from various sources into succinct documents, including, for example, evaluation reports and policy briefs.
• Familiarity with mental health services and/or policy issues in Texas.
• Knowledge or content expertise in one or more of the following areas:
  - Children’s Mental Health;
  - Adult Mental Health;
  - Intersection of Criminal Justice and Mental Health;
  - Program Evaluation.

To Apply:
Qualified applicants are encouraged to submit their resume and cover letter to careers@texasstateofmind.org

About Meadows Mental Health Policy Institute
The Meadows Mental Health Policy Institute is a data-driven, nonpartisan, nonprofit organization that supports the implementation of policies and programs that help Texans obtain effective, efficient mental health care when and where they need it. The Institute’s vision is for Texas to be the national leader in treating people with mental health needs. For more information about the Meadows Institute, please visit: www.texasstateofmind.org

About The Hackett Center for Mental Health
The Hackett Center is a permanent operating program of the Meadows Mental Health Policy Institute and the first regional center in the state of Texas.

The Meadows Mental Health Policy Institute is committed to equality of opportunity in all aspects of employment and provides full and equal employment opportunities to all employees and potential employees without regard to race, color, national origin, religion, gender (including pregnancy, childbirth, and related medical conditions), physical or mental disability, age, citizen status, veteran status, genetic information, or any other legally protected status.