

Senior Associate

Full-Time, Hybrid

Summary

The Child Health and Development Institute (CHDI) is seeking a **Senior Associate** to lead CHDI projects related to prevention-focused evidence-based practices in youth substance use and mental health promotion. The Senior Associate will lead the development and implementation management of youth substance use and mental health programs. This position will be primarily responsible for working closely with federal (e.g., Substance Abuse and Mental Health Services Administration), state (e.g., Connecticut Department of Public Health), and municipal/quasi-municipal (e.g., local health departments/districts) agencies, as well as managing staff that work together to accomplish project goals and activities. Responsibilities include working closely with program funders and community-based providers on approved/required program activities, schools, and other initiative partners and subcontractors (e.g., project evaluator); collaboration with expert trainers and coordination of training plans and materials; managing training coordination and quality assurance activities; ensuring communication between project staff, subject matter experts and trainers, and partners receive training/technical assistance, and providing other technical assistance and support as needed.

The hired applicant will have significant demonstrated experience in managing large publicly funded, programs, such as reporting at federal, state, and local levels, and proficiency in federal data collection/management/entry (e.g., SPARS). The individual selected for this position will work on grant- and contract-funded projects at CHDI.

Required Education and Skills

- Master's degree in public health, psychology, social work, public administration, or a closely related field, and at least seven (7) years of post-degree experience in substance use prevention.
- High levels of experience in program-level management of large data and reporting.
- Proficiency with database management, data analysis and statistics, including supervising data analysts to modify and maintain syntax, formulas, and scripts.
- High levels of experience identifying data trends and writing reports that present data and describe findings.

- Exceptional skills in organization and time management, strategic planning, and project management.
- Excellent verbal and written communication, including demonstrated skill in professional writing and presentations.
- Demonstrated ability to think creatively and strategically about systems or programs to engage and lead a diverse group of system and family partners.
- Experience communicating with funder(s) and program evaluator(s) about project updates, deliverables, and contracts.
- Significant experience providing supervision and managing contracts and budgets.
- Proficiency with MS Office Suite (Word, Excel, Outlook) and other software applications (e.g., Alchemer, Zoom, Microsoft Teams).

Additional skills and experience that are preferred, but not required, include: doctoral degree; experience with Machine Learning (ML)/Large Language Models (LLMs); advanced statistical analysis; evidence-based practices and training; research methodology; and knowledge of and/or lived experience with youth substance use prevention and health promotion.

Specific responsibilities will likely include:

- Lead project management and contracting related to funded programs.
- Supervise and manage staff, including hiring and onboarding new staff as needed.
- Communicate with partners, through work groups/meetings/advisory councils to understand the needs of the system and identify proposed solutions.
- Review literature and connect with subject matter experts and trainers when needed to understand best practices in the field.
- Lead reviews of agency policies, activities, and practices related to recruitment and retention.
- Lead development of a programmatic workplans, which include needs assessments, implementation plan, and strategic plan.
- Collaborate with project evaluator to ensure evaluation plans are developed and submitted.
- Identifying and prioritizing project activities, which may include convening workgroups, best practice/policy reviews, data reports, and/or surveys when needed.

- Maintain close and consistent communication with contract managers and CHDI team about project deliverables, activities, and timelines.
- Develop and deliver presentations, in written and verbal formats, to internal and external stakeholders.
- Lead and contribute to issue briefs, other publications, ad hoc data analyses, and other products as needed.
- Other duties as assigned.

Compensation

This is a full-time position with a salary range of **\$87,000-100,000** for Senior Associate. Compensation will be determined based on candidate qualifications and includes a generous benefits package: 403b with employer contribution up to 10%, generous cost sharing of 85% of medical/dental insurance premiums including dependents, life insurance, long-term disability coverage, several ancillary/voluntary benefit plans, 9 paid holidays, up to 22 paid time off days, and paid sick time.

About Us

The Child Health and Development Institute (CHDI) is an independent, nonprofit organization located in Farmington, CT. CHDI is dedicated to improving the behavioral health and well-being of children in Connecticut and beyond by providing policymakers, providers, educators, and partners with a bridge to better and more equitable systems, practices, and policies. Our core initiative areas include system development and integration, evidence-based and best practice treatment dissemination, comprehensive school mental health, and data analysis & quality improvement. Primary strategic work activities include project coordination and management, data analysis, evaluation, quality improvement, research, consultation, training, technical assistance, and policy/system advocacy.

CHDI's core values of anti-racism, respect, accountability, collaboration, and equitable action have been intentionally and collaboratively designed to reflect the culture we strive to embody and the ways that we approach our work. We aspire to uphold these values to function as change agents who transform our organization, as well as the systems, practices, and policies that promote and support the behavioral health and well-being of children.



CHDI is an equal opportunity employer. It's our policy to provide equal opportunity to qualified individuals, at all levels of employment, regardless of race, color, religious creed, age, sex, gender identity or expression, marital or civil union status, national origin, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability, including, but not limited to, blindness, military service, veteran status, pregnancy, genetic information, or sexual orientation. This commitment to equal opportunity applies to decisions related to all aspects of employment.

In 2022, 2023, 2024, and 2025, CHDI was named one of the **Best Places to Work in Connecticut** by the Hartford Business Journal. **We are currently operating in a flexible, hybrid work environment with the expectation that employees work from our Farmington, CT office at least one day per week.** Therefore, candidates should reside within commutable distance of Farmington.

How to Apply

To apply, click the "apply" button from this post or copy & paste the following URL:
<https://childhealthanddevelopmentinstituteofconnecticut.applytojob.com/apply/9Cw8pWGEYi/Senior-Associate?referrer=20251028200815POYTEY0W0KI6DALW>

Please upload (1) Detailed cover letter of interest, and (2) Resume/Curriculum Vitae. *NOTE: the job application form may limit you to one document upload. You may either copy & paste your cover letter into the text field provided and upload your resume/CV, or combine your cover letter and resume/CV into a single PDF or Word document before uploading.*

Applications will be reviewed on a rolling basis until the position is filled. The position is contingent upon continued funding.

To view all current openings and learn more about working at CHDI, please visit www.chdi.org/careers.

Please note: CHDI requires applicants to have current legal authorization to work in the United States and is unable to sponsor applicants for work visas. The successful candidate's employment is contingent upon the successful completion of a pre-employment criminal background check.