

**TN Department of Health**  
**Built Environment Coordinator/Grant Manager**

The Office of Primary Prevention is seeking a **Built Environment Coordinator/Grant Manager** to help administer and oversee two of the Tennessee Department of Health's built environment grant programs and provide built environment expertise to support the work of the seven regional Healthy Development Coordinators. The ideal candidate has a passion for the built environment and health, an aptitude for organization, is motivated by creative problem-solving and values developing strong partnerships.

**Work Title:** Built Environment Coordinator/ Grant Manager

**Position Classification:** Admin Services Assistant 3 [Official Job Description](#)

**Annual Compensation:** \$33,228-\$53,172

**Education & Experience:** Bachelor's + 3 years' experience; or graduate degree + 1 year experience; or qualifying full-time experience may be substituted for education.

**Background:**

The Office of Primary Prevention serves as a hub for many of the primary prevention efforts at the Tennessee Department of Health. The Office facilitates internal and external initiatives and coordinates with community partners to protect, promote and improve the health and prosperity of people in Tennessee. One of the key areas of focus is the link between the built environment (the places and spaces where we live, work, play and learn) and population health outcomes including diabetes, obesity, heart disease and other chronic diseases. This work focuses on the need for opportunities to be physically active and have access to healthy foods.

To support community efforts around the built environment and health, the Tennessee Department of Health provides staff, resources and grants, many of which are supported by the Office of Primary Prevention. The new **Built Environment Coordinator/Grant Manager** will help support seven regional positions called Healthy Development Coordinators. The HDCs are located across Tennessee and act as liaisons between built environment partners (e.g. elected officials, chambers of commerce, planners, roadway professionals, development districts) and public health. The support includes activities such as providing resources, data and helping to make connections among people and partners.

The Office of Primary Prevention oversees two built environment grant programs. The first is a non-competitive grant program offered to all 95 counties. The second is a competitive grant that is open to communities as well as non-profits in Tennessee. The purpose of the two grant programs is to engage local community partners to plan, develop, implement and assess plans, projects and programs which increase access to publicly accessible opportunities for physical activity and healthy foods. The **Built Environment Coordinator/ Grant Manager** will serve as the primary point of contact for the grants, working with a team to ensure the successful administrative execution of the grants.

**Job Duties:**

The **Built Environment Coordinator/Grant Manager** will spend approximately 50% of his/her time providing general support to Tennessee Department of Health staff and partners. Opportunities may include:

- Providing technical assistance on the relationships between the built environment and health outcomes (e.g. data and resources)

- Organizing the Built Environment and Health newsletter - published monthly and sent to over 1,000 subscribers
- Assisting with curating continuing education webinars on topics such as housing, food systems, active transportation, parks and recreation, land use and zoning
- Updating and creating reports and publications related to the built environment and health
- Assisting with updates to the Tennessee Department of Health [Healthy Places](#) and [Office of Primary Prevention](#) websites
- Presenting at meetings and conferences on the built environment and health work of the Tennessee Department of Health
- Facilitating community gatherings on the [Active Building Guidelines](#) and administering the Built Environment and Public Health training for planners and elected officials
- Establishing and supporting internal and external mechanisms for collaboration and shared decision-making
- Promoting "health in all policies" in built environment initiatives
- Building new relationships, and strengthening existing relationships, between the Tennessee Department of Health and local communities that address access to health through built environment initiatives.

The remaining 50% of the work tasks will be overseeing the competitive and non-competitive Access to Health through Healthy Active Built Environments grants and may include:

- Updating Request for Applications (RFAs) and working with the Office of Procurement to release annual (or otherwise scheduled) public funding announcements
- Working with the Office of Procurement to set up the grant review timeline
- Recruiting and training grant reviewers
- Reviewing and scoring applications, including confirming grantee eligibility, checking budgets for accuracy and ensuring proposed activities are in compliance with the RFA
- Working with the Office of Procurement to determine dollar amount of each grant award
- Notifying awardees
- Working with the department's seven regional Healthy Development Coordinators (HDCs) and Division of Community Health Services (CHS) in approval of projects and distribution of funds to awardees
- Hosting training webinars to inform health department staff and grantees of grant requirements
- Supervising grant activities in partnership with Office of Primary Prevention staff and HDCs
- Assisting with requests for extensions
- Reviewing quarterly invoices and working with regional accountants to process payments to grantees
- Collecting all required information/forms from awardees, preparing and processing contracts
- Creating regular grant project status reports
- Working with the HDCs and Office of Primary Prevention Staff to support grant activities and collect evaluation outcomes, including but not limited to creating annual reports on the grant programs
- Helping to gather success stories and photos for grant projects
- Discussing findings with Office of Primary Prevention staff and appropriate oversight committees
- Serving as the primary point of contact for all built environment grant matters for internal staff and external applicants

This position will report to the Director of the Office of Primary Prevention - Leslie Meehan - and will work closely with an intra-agency team.

The following questions **MUST** be submitted in writing along with the job application. Each answer should not exceed more than 250 words.

1. Describe your interest and experience in working at the intersection of the built environment and health.
2. Discuss roles you've had that require attention to detail.
3. Discuss times where you collaborated on projects and developed partnerships as part of your work.