

SAVE – Suicide Awareness Voices of Education

7900 Xerxes Ave S., Suite 1350

Bloomington, MN 55431

JOB TITLE: Program Development Manager

JOB STATUS: Full-time, salaried

LOCATION: Bloomington Office, 7900 Xerxes Ave S., Suite 1350

DEPARTMENT: Programs

REPORTS TO: VP of Programs

HOURS: Typically M-F, 8:00 AM – 5:00 PM (40 Hours/week, some evening, weekend events, and travel)

SCOPE OF POSITION:

The Program Development Manager is responsible for leading the development, implementation, and evaluation of SAVE's construction industry mental health and suicide prevention programming. This role is initially supported by grant funding and is designed to become a permanent, sustainable position within SAVE, continuing to manage and grow the program after the grant concludes. This position is responsible for fulfilling all grant deliverables outlined in SAVE's agreement with the Minnesota Department of Labor and Industry and for managing grant requirements over the next two years, under the oversight of the Director of Programs.

The Program Development Manager plays a central leadership role in advancing SAVE's IBEAM construction industry training program through adaptation of a curriculum to a Train-the-Trainer (T4T) model, developing jobsite public health campaigns, establishing peer support initiatives, and building a company certification framework that drives long-term culture change within the construction industry.

PRIMARY RESPONSIBILITIES:

Program Strategy and Development

- Lead the development and implementation of a comprehensive construction industry mental health and suicide prevention program rooted in public health best practices.
- Translate grant goals and workplans into actionable strategies, timelines, and deliverables as outlined in the workplan agreed upon by SAVE and the MN Dept of Labor and Industry.
- Lead the adaptation of the IBEAM curriculum into a Train-the-Trainer (T4T) format to support long-term workplace implementation.
- Oversee development of a construction-specific jobsite public health campaign to increase awareness, normalize conversations about mental health and suicide, and promote help-seeking behaviors.
- Design and implement a jobsite peer support framework that complements training and public health promotion efforts.
- Lead development of a company certification standard to recognize organizations demonstrating advanced commitment to mental health and suicide prevention.

Partnership Development and Stakeholder Engagement

- Cultivate and manage partnerships with grant collaborators like the Minnesota Building and Construction Trades Council, Laborers Local 563, Willis Towers Watson (WTW), and program pilot sites.
- Serve as a subject matter expert representing SAVE at industry meetings, convenings, and advisory groups.

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Sustainability and Funding Integration

- Support integration of construction industry programming into SAVE's long-term organizational budget.
- Ensure program components are designed for sustainability beyond grant funding, emphasizing embedded workplace practices rather than one-time interventions.

Evaluation and Continuous Improvement

- Monitor implementation progress, outputs, and outcomes in alignment with the grant workplan.
- Use data and partner feedback to refine program strategies and improve effectiveness.
- Support reporting requirements and documentation for funders and internal stakeholders.

EXPERIENCE AND EDUCATION:

- Minimum of 5 years of experience developing and managing public health or prevention programs including implementation and evaluation.
- Must have a Bachelor's degree. Public Health, Health Promotion, HR, Education or a field related to these is a plus.
- Demonstrated experience with workplace-based or systems-level interventions. Construction industry experience is a plus.
- Familiarity with suicide prevention, mental health promotion, or injury prevention is a plus.
- Grant management experience is a plus.
- Excellent written and verbal communication skills.
- Strong skills in managing data collection, analysis, and program evaluation.
- Experience supervising or mentoring staff and vendors.

CORE VALUES:

- Pro-active, self-starter
- Commitment to equity, inclusion, and culturally responsive practice
- Strategic thinking and systems change orientated
- Collaborative, relationship-driven leadership
- Action-oriented problem solving
- Integrity, reliability, and accountability

COMPENSATION AND BENEFITS

\$85,000- \$100,000 salary

Benefits include:

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- Attractive paid PTO and holiday plans
- Individual or family health insurance (90% paid by employer)
- 403(b) Retirement Plan (5% agency non-match, voluntary employee contribution)
- Group Life & Accidental Death Insurance (100% paid by SAVE)
- Dental and Vision Insurance (100%) paid by SAVE)
- Group Long & Short-Term Disability Insurance (100% paid by SAVE)

ANTICIPATED HIRING PROCESS

Accepting applications until: 11:59 CST, February 22, 2026; **Send cover letter and resume to Jen Owens at jowens@save.org**. First round phone screens will be conducted on a rolling basis and conclude on March 6, 2026. In-person interviews: Mar 9- 20, 2026.