

OPD Provides Support to the Executive Office of Elder Affairs

At the Executive Office of Elder Affairs (EOEA), UMMS Office of Program Development staff is involved in projects that involve planning and leading complex administrative projects. Much of the work we do at EOEA involves:

- ◇ Facilitating strategic planning exercises for senior management
- ◇ Researching service systems to find and recommend new ways to enhance current services for (older) consumers
- ◇ Designing outcome performance targets for programs as well as outcome performance tracking systems
- ◇ Developing new administrative protocols for managing services
- ◇ Organizing and leading teams to write complex multi-discipline documents
- ◇ Organizing Requests for Responses as well as writing significant sections
- ◇ Building new relationships with external partners on behalf of the host agency
- ◇ Writing manuals for service programs
- ◇ Responding to grant solicitations issued by federal and private foundation grantors