



Community Health Councils, Inc.



## POSTION DESCRIPTION

**Title:** Director of Research & Policy

**Salary:** \$85,000 based on experience

### Organization Summary

Community Health Councils (CHC) is a non-profit, community-based health education, advocacy and policy organization established in 1992 in response to the growing health and healthcare crisis. CHC is dedicated to promoting social justice and equity in community and environmental resources to improve the health and wellbeing of under-resourced communities.

CHC has been on the cutting edge of public policy and program development, working to strengthen community participation and inform state and local policies that: (1) improve community health and education to achieve optimal health and healthy lifestyles; (2) ensure equitable access to quality healthcare services; (3) provide universal access to quality healthcare coverage and (4) eliminate health disparities. CHC engages members of impacted communities in program and policy development through a wide variety of community interventions and strategies as well as representation and leadership through the coalitions and collaborations convened. With a primary focus on South Los Angeles, CHC works at the local, state and national level to improve community health.

### Director of Research and Policy Summary

CHC's policy work is conducted through local coalitions and partnerships with a variety of entities also working to eliminate health disparities and achieve health equity. The Director is responsible for the oversight and direction of projects, policy analysis, and resource development pertaining to local, state, and federal issues impacting the health and well-being of under-resourced communities. The Director is also responsible for a portfolio of research and policy initiatives that advance CHC's policy agenda, including planning, developing, and implementing policy strategies and initiatives that meet CHC's annual priorities, which fall under the following pillars:

*Health Care Systems:* Be a recognized and in demand expert in improving access and utilization of health care services to achieve social justice and equity.

*Community Transformation:* Catalyze community informed initiatives and investments that drive opportunities for community transformation to achieve social justice and equity.

This position reports directly to the Chief Program Officer; provides staff supervision; manages department budget; ensures compliance with funding agencies; develops and cultivates relationships with organizations, regulatory agencies, elected officials, and associations working on similar issues; and serves as a member of the Management Team. The person in this role is charged with ensuring tight alignment between research, policy and practice – maintaining a robust feedback loop for research to inform and support programmatic initiatives. Qualified candidates must be highly motivated, capable of self-direction and able to work collaboratively in a teamwork capacity; and, exhibit a keen sense of responsibility and enjoy working with multiple demands, shifting priorities, and constant change.

## **Description of job duties and responsibilities**

### ***Policy/Programs/Research***

- Guide the development of CHC's programmatic and policy priorities in collaboration with Management Team.
- Oversee the policy team in the development and implementation of strategies and initiatives to advance CHC's priorities including advocacy activities, communication efforts and research strategies.
- Create processes for data collection and analysis, program evaluation, and testing the effectiveness of yearly strategies.
- Cultivate and nurture strategic partnership with local and statewide organizations and key leaders to advance CHC's priorities and increase CHC's the presence and influence.
- Stay current with public policies and initiatives that impact CHC's priorities and overall mission.
- Participate in key committees and workgroups that increase CHC's ability to impact population health.
- Establish methodologies that yield valuable, credible data and conclusions that will encourage and promote successful policies.
- Develop metrics and track progress on key impact metrics to measure results of CHC's research and policy strategy.
- Effectively disseminate the findings of CHC sponsored research and publically represent CHC's research and policy agenda through publications and by presenting at conferences and engaging with policy makers and other key audiences.

### ***Resource development and grant management***

- Support fundraising activities and secure non-financial resources to support program operations and increase policy impact.
- Prepare programmatic reports in accordance with reporting requirements.
- Monitor and ensure compliance with all grant specific requirements and obligations.
- Manage budgets and identify cost savings that support effective delivery of programming.
- Participate in Management Team meetings and actively engage in building CHC's internal capacity.
- Implement and assist in the development of agency-wide policies and procedures.

### ***Supervision and staff management***

- Guide policy staff in the production of policy briefs, white papers, letters to advance CHC's priorities and overall mission.
- Support staff in identifying and establishing strategic goals and activities
- Provide guidance, support, mentorship, training and direct supervision to Policy & Program team as well as generally to all CHC staff
- Create professional development and staff leadership opportunities and that strengthens team cohesion and effectiveness

### **Skills**

- Must have strong research and analytical experience and skills (qualitative and quantitative)
- Ability to interact with diverse communities, stakeholders, researchers, and government agencies
- Experience working in underserved and minority communities, particularly in the South LA region
- Excellent written and oral communication skills, including publications
- Experience in grant writing of foundation and government grants
- Ability to effectively communicate within a diverse community with a variety of stakeholders
- Experience developing trainings from inception to delivery, preferred
- Ability to prepare professional presentations that can be delivered through webinars and in person
- Ability to present to large audiences
- Comfortable with being flexible as the policy landscape changes

## **CHC Policy Director Job Description**

- Ability to multi-task in a fast-paced environment
- Must be highly effective working within a team environment
- Proven leadership skills that support team cohesion and effectiveness
- Strategic, innovative, creative, highly energetic, and has an entrepreneurial style
- A consensus-builder who forges strong working relationships with people at all levels inside and outside the organization
- Highly organized
- Innovative and solution oriented
- Ability to “think outside the box”
- Must be able to take initiative and work with minimum supervision

### **Qualifications**

- Graduate degree in relevant field preferred; urban planning, public health, public administration, public policy, or other health related field.
- 5 years’ experience working on health coverage, health care systems, social service issues and/or community development.
- At least 3 years in program management and experience in government and foundations grant writing and fund-raising preferred.
- Proficient in Microsoft Office, familiarity with GIS, STATA and Qualitative Analysis Software (Atlas) a plus.
- Have written policy/research publications (peer reviewed publication a plus).

*Community Health Councils is a non-profit, community-based health advocacy, policy and educational organization. We offer a competitive salary and generous benefits including medical, dental, vision and 403b plans; vacation, sick and holiday benefits. CHC is an equal opportunity employer. Women and persons of color are encouraged to apply.*

**TO APPLY:** Please email a Cover Letter, Resume and Complete Salary History (including all positions) as separate attachments to [humanresources@chc-inc.org](mailto:humanresources@chc-inc.org). Include the exact title of the position you are applying for in the Subject line of your email. **Resumes will be accepted until January 31, 2018.**