POSITION DESCRIPTION

Title: Director of Strategic Initiatives

Salary: $85,000, depending 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’s mission is to collectively build equitable systems. 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 the health of under-served and marginalized communities.

Position Summary
CHC has been is working on several community transformation initiatives through a ground up approach to ensure that community members and organizations are leading policy and systems change efforts. To accomplish this bold task, these stakeholders must be positioned with culturally and trauma informed capacities and infrastructure to develop and drive their own community change agendas. These community transformation initiatives have higher levels of success when they occur within a broader ecosystem of organizations that support the community in a variety of capacities, and with public agencies and elected officials who are meant to serve the community.

This position reports directly to the Chief Transformation Officer; however, in collaboration with the Chief Transformation Officer (CTO) and the Chief Strategy Officer (CSO), the Director of Strategic Initiatives will be accountable for the oversight and direction of a portfolio of large/complex programs, projects and initiatives at CHC. The Director collaborates with the Executive Team, Finance, Social Change Institute, Operations, and Research/Policy departments to evaluate, scope, determine ROI, and obtain approval of new initiatives, projects and programs. The Director defines and scopes project/initiatives’ requirements, planning resources, costs and timeframes to ensure project success and alignment with CHC’s vision and short- and long-term plans. Additionally, the Director will work with the Director of Research and Policy to develop and implement a learning agenda for each and all the initiatives as a whole as well as the dissemination of learnings.

This position provides staff supervision; manages departments’ budgets; 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 partnering with key policy and research staff to ensure 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

- Facilitate and drive key strategic initiatives from inception phase. Scoping and implementing special projects and strategic initiatives to support CHC’s goals and executing on the long-term strategic vision as well as to meet short-term objectives.
- Lead programs that require cross-functional engagement with key staff across the organization, and with external stakeholders. Oversee the Community Initiatives team in the development and implementation of strategies and initiatives to advance CHC’s priorities including advocacy activities, communication efforts.
- Collaborate on design and lead implementation of research strategies with other teams and outside contractors.
- Working with subject matter experts / stakeholders, incorporates innovative ideas / models, robust data driven insights, and lean principles. Advise and co-design processes for data collection and analysis, program evaluation, and testing the effectiveness of yearly strategies related to project work and overall strategic initiatives.
- Cultivates and nurtures strategic partnership with local and statewide organizations and key leaders to advance CHC’s priorities and increase CHC’s presence and influence.
- Stays current with public policies and initiatives that impact CHC’s priorities and overall mission.
- Participates in key committees and workgroups that increase CHC’s ability to impact population health.
- Supports in designing methodologies that yield valuable, credible data and conclusions that will encourage and promote successful initiatives, policies and systems-design strategies.
- Recommends metrics and implements tracking system to measure progress on key impact metrics related to CHC’s overall strategic initiatives portfolio.
- Partners and develops strong working relationships with institutional leadership, special committees, and consultants to support execution of key initiatives.
- Participates and plays a key role in developing inclusive strategic planning processes so that initiatives reflect the complex intersection of policy and systems change, regulatory environments, considering both current and likely future developments.
- Effectively disseminates the findings of CHC sponsored research and publicly represents CHC’s research and policy agenda through publications and by presenting at conferences and engaging with policy makers and other key audiences.
- Directs team / workgroup progress and presents project proposals and status reviews to executive staff and other audiences.
- Continually assesses project risks and facilitates contingencies and/or resolutions by developing project dashboards, the establishment of KPIs and targets to measure project and process performance.
- Effectively engages stakeholders and facilitates multi-disciplinary dialogue and engagement throughout the evaluation and implementation process from project scoping to implementation to close out.
- Supports fundraising activities and secure non-financial resources to support program operations and increase policy impact.
- Prepares programmatic reports in accordance with reporting requirements.
- Implements and assists in the development of agency-wide policies and procedures.
- Create professional development and staff leadership opportunities that strengthens team cohesion and effectiveness.
- Performs other duties as assigned.

Required Qualifications
- A working knowledge of policy industry trends in healthcare, built environment, economic resilience, and place-based initiatives.
• Graduate degree in relevant field preferred; urban planning, public health, public administration, public policy, organizational development, or other related field.
• At least 5 years’ experience working on health care systems, social service issues and/or community development.
• Demonstrated excellent planning, organizational and analytical skills.
• Demonstrated ability to make sound business decisions using good business judgment and innovative and creative problem-solving.
• Demonstrated ability to manage financial, organizational and staff resources.
• Proficient in Microsoft Office, project management software and other CRM software
• Knowledge and some hands-on experience with Social Enterprises.
• Demonstrated leadership skills and ability to influence and motivate constituencies which could span multiple organizational boundaries.
• Ability to demonstrate a high level of diplomacy in persuading and influencing a wide variety of people at various levels to achieve results.
• Excellent interpersonal and communications skills with the ability to cultivate professional and business partnerships.
• Solid knowledge of financial and personnel administration and management techniques, guiding principles, relevant laws, policies and best practices.
• Solid strategic planning, analytical, critical thinking, and project management skills, including skill in problem recognition, avoidance and resolution.
• Advanced written, verbal, interpersonal communications, active listening and political acumen skills.
• Advanced skills in advising and consulting management to ensure that desired institutional messages are delivered to appropriate target and/or broad general audiences.
• Knowledge of current affairs, issues in economic policy, regional and local planning, health policy, placed-based initiatives, and/or specialized subject matter; familiarity and ability to quickly be advanced in knowledge of the organization, including its achievements, mission, vision, goals, policies, practices and infrastructure, and.
• Advanced skills to ensure production of high-quality work within budget and time constraints.
• Advanced knowledge and understanding of all aspects of communications, including various technical aspects and requirements, and potential applications.
• Advanced skills to create, develop and implement comprehensive long- and short-term strategic communications plans.
• Solid supervisory skills to select, train, lead, direct, guide, motivate and evaluate professional and/or support staff to produce high-quality work; skill to take corrective action as required.
• Have written/published papers on policy and systems change, place-based initiatives, strategic planning, organizational development or related subjects (peer reviewed publication a plus).
• Familiarity with GIS, STATA and Qualitative Analysis Software (Atlas) a plus.
• Experience working in underserved and minority communities, particularly in the South LA region
• Experience in grant writing of foundation and government grants.
• Ability to “think outside the box.”
• Must be able to take initiative and work with minimum supervision.

TO APPLY: Please email a 1-page Cover Letter describing how your experience is a match for this position, and CV to humanresources@chc-inc.org. No calls, please. Include the title of the position you are applying for in the Subject line of your email.

Community Health Councils is a non-profit, community-based 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.