



## **Job Description**

### **Foundation for Health Leadership & Innovation**

**Position:** Program Director, Community Voice

*Launched in 1982 under the direction of rural health champion Jim Bernstein, the Foundation for Health Leadership & Innovation is a nonprofit organization that advances collaborative, equity-centered, and community-driven solutions to improve the overall health and well-being of all North Carolinians.*

*Our vision is a North Carolina in which everyone has equal opportunity to attain their full health and well-being potential, and where no one is disadvantaged due to demographically, socially, or economically defined circumstances.*

*At FHLI we embody a spirit of innovation and believe that sustainable, systems-level change is driven by the people directly impacted by the longstanding inequities that continue to impact our society. Our staff are conveners and facilitators who create open environments for developing collaborative relationships and advancing new ideas and strategies.*

#### **About the Position:**

The Program Director Community Voice position is a full-time 40 hours per week under the supervision of the Chief of Staff. This is currently based North Carolina as hybrid opportunity with occasional in-office work at our main office located in Cary, NC.

This position leads Community Voice, that includes our strategic engagement with specific rural communities and supporting their efforts to align address social drivers of health related to both behavioral health and maternal and child health.

Additionally, the foundation works to align the communities with federal and local funding. We aim to live into our organizational values and walk alongside communities during this journey.

#### **Programmatic Overview:**

At FHLI, we utilize our Community Voice model across the organization to center community and lived experience in all our work. Our Community Voice initiative is rooted in trust building, authentically listening to voices within communities, and supporting the development of community-led solutions to meet public health needs.

#### **Job Purpose:**

The Program Director for Community Voice is a mid-level management position at the Foundation for Health Leadership & Innovation (FHLI), responsible for leading the organization's Community Voice program. The Program Director, Community Voice position is a full-time 40 hours per week under the supervision of the Chief of Staff. This is currently based in North Carolina as hybrid opportunity with occasional in-office work at our main office located in Cary, NC.

This position leads Community Voice, that includes our strategic engagement with specific rural communities and supporting their efforts to align address social drivers of health related to both behavioral health and maternal and child health. Additionally, the foundation works to align the communities with federal and local funding. We aim to live

into our organizational values and walk alongside communities during this journey.

The Program Director for Community Voice is responsible for advancing FHLI's mission to improve the overall health and well-being of all North Carolinians through community-driven action and evidence-based, systems-level policy advocacy. FHLI's focus on creating and nurturing an organizational culture of innovation, experimentation, and strategic risk-taking should be integrated into key decision-making by the Program Director for Community Voice.

The position will report to the Chief of Staff and will help lead additional partnerships in the Foundation's priority rural communities. The position will develop and organize key statewide contacts and data for Community Voice team projects including the Road Map to Innovation. In addition, the position will engage in grant writing to prepare applications for funding for FHLI and rural community partners.

### **Job Duties and Responsibilities:**

The Foundation for Health Leadership and Innovation:

- Administers and practices all FHLI policies and procedures
- Participates in any FHLI operational or strategic initiative for the overall health and sustainability of the organization
- Travels and attends in-person/virtual staff meetings, cross-functional team committees and ad-hoc groups to benefit the organization

Organizational Management:

- Executes the day-to-day strategy for FHLI's Community Voice pillar.
- Manages and supports the work of the North Carolina Rural Health Association (NCRHA)
- Facilitates the convening of a multi-sector rural health stakeholder's coalition that includes members of underserved communities and organizations that serve the community and collect input from the group on gaps in rural health engagement regarding population health and identify strategies for bridging the identified gaps
- Supports the leadership-level health equity workgroup that provides advice, guidance and recommendations that address SDOH and COVID-19 response and advance health equity in underserved, high-risk communities
- Represents the interests of Community Voice in all internal meetings and communications, and serve as advisor and co-strategist to the Chief of Staff in related matters
- Directs and actively models FHLI's continuing cultural transformation into an organization emphasizing innovation, experimentation, and strategic risk-taking, in accordance with FHLI's Strategic Plan
- Directs and actively models FHLI's continuing cultural transformation into an organization that prioritizes equity, diversity, and inclusion (EDI) and instills these principles in all internal and external work
- Identifies, builds, and supports new strategic partnerships that help advance Community Voice team vision and mission and increase its cross-cutting reach, effectiveness, and efficiency

- Directs and expands the Road Map to Innovation at FHLI
- Identifies and cultivates opportunities to expand and diversify funding for Community Voice and its initiatives, working in close coordination with the Chief of Staff and Programs VP, CFO, and other FHLI staff as appropriate
- Actively pursues opportunities to promote FHLI as a thought leader in health equity, access, and care delivery, and expert counsel in related policymaking across North Carolina
- Demonstrates effective and inspiring leadership in all duties, actively engaging in all relevant FHLI initiatives and events

#### Community Voice-Specific Leadership and Management:

- Sets the vision for, lead, and manage the Community Voice program, positioning it and FHLI as statewide authorities in priority rural communities
- Supervises all direct reports in the Community Voice program, including Program Manager, Community Voice; Program Manager, Road Map to Innovation; and Program Coordinator, Community Voice
- Sets, tracks, and manages the Community Voice budget in partnership with the CFO
- Assists the Director of Communications in designing, developing, and executing communications plans in support of Community Voice and Road Map to Innovation
- Represents Community Voice (and, by extension, FHLI) externally, including through media engagements, networking events, and public speaking opportunities
- Prepares and provides regular updates on Community Voice work to the Chief of Staff, President/CEO, and Board of Directors as necessary
- Promotes a culture of high performance, entrepreneurial problem-solving, and continuous improvement within the Community Voice team
- Provides mentorship and guidance to all direct report(s), addressing and alleviating individual and group concerns as necessary
- Partners internally cross-functionally for strategic plan alignment
- Supports Center of Excellence (COE) team with behavioral and maternal health efforts aligned with Roadmap to Innovation priorities
- Ensures project activities and outcomes are in line with Community Voice and Roadmap contract deliverables and grant funded activities
- Ensures that all Community Voice and Roadmap to Innovation activities align with the missions and visions of the Foundation
- Secures grant funding: Prepare grant and contract reports (quarterly, bi-annually, and as needed)
- Develops Community Voice and Roadmap promotional materials, managing website and media accounts

#### Planning and Evaluation:

- Provides support on community assessment and mapping activities and assist in identifying targeted populations. Make recommendations of potential target populations and/or counties where FHLI can provide support, guidance, and services to strengthen their voice and improve the lives of those in the community.
- Partners with statewide organizations engaged in efforts to increase vaccine uptakes in communities
- Researches models of success regarding vaccination efforts and/or advancement of health equity and work with FHLI staff to tell the story and make the information available
- Assists in expanding strategies for FHLI to help vulnerable populations and communities build capacity and connect with state and local resources
- Provides input and lived experiences of community in form of storytelling to support various advocacy efforts supported by FHLI
- Assists in development of services for local communities to include facilitation, training, resource development, and advocacy for all work related to community voice
- Leads efforts to expand Community Voice impact by identifying, evaluating, and implementing new initiatives based on quantitative and qualitative data analysis
- Identifies, tracks, and evaluates key performance indicators (KPIs) for Community Voice working in close coordination with the Vice President of Impact, Strategy, and Programs and Director of Performance, Analytics, and Evaluation
- Actively monitors statewide and national developments in rural communities and identify opportunities to expand Community Voice and FHLI's impact with new or expanded initiatives

Other:

- Attends and participates in internal and external meetings as required or appropriate
- Performs other job duties as assigned

**Qualifications:**

- BA/BS in related field
- Master's degree preferred in a relevant area of study such as public health, communications, or public administration
- Knowledge of financial management and strategic planning
- 7+ years' experience in one of the following areas: organizational development, public health, leadership development, community development, social work, and/or organizing, including at least 3 years of experience in management
- Experience in nonprofit management preferred
- Experience providing, managing, or implementing healthcare services. Preferred experience developing and managing non-profit programs
- Experience working in a nonprofit preferred or cause-based work and advocacy
- Experience in strategy, project management, financial management, and leading key strategic initiatives
- Strong record of leading projects with a targeted focus on continuous

improvement

- Strong written and verbal communications skills
- Comfort taking initiatives and engaging in entrepreneurial problem-solving
- Experience supporting and integrating principles of equity, diversity, and inclusion
- Understanding of the US nonprofit sector (if not through employment, through service)
- Willingness, availability, and ability to travel statewide and/or nationally
- A commitment to continuous learning, self-improvement, and professional development
- Spanish fluency or familiarity a plus but not required
- The position should possess excellent organizational skills, strong interpersonal communications skills, and the ability to work independently and proactively on tasks
- Excellent writing skills including grant writing and grant budget preparation.
- Experience and comfort facilitating groups of many sizes
- Proficient understanding of the health care system, social drivers of health, and principles of health equity
- Understanding of, passion for, and experience working in rural communities
- Basic community organizing ability
- Skilled in customer service and responsiveness to constituent needs
- Strong interest in the mission of the FHLI
- Knowledge of state and federal grants and contracts a plus
- Ability to effectively communicate/partner with a wide variety of skill sets and personalities
- Excellent written and verbal communication skills
- Proficient in FHLI's systems including Sharepoint and other Microsoft Office 365 products
- Demonstrate commitment to the values of diversity, inclusiveness, and empowerment

**Compensation:**

This is a full-time grant based, salaried exempt position. This position will receive generous company benefits to include 100% paid health, dental, long-term disability, and life insurance coverage for the employee, as well as company-paid retirement contributions, plus generous vacation and sick time. Salary is commensurate with experience.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

We actively encourage diverse candidates to apply. FHLI provides equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, age, gender identity or expression, sexual orientation, disability, national origin, genetic information, or veteran status.