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## JOB DESCRIPTION: DIRECTOR OF PROGRAMS

The Institute for Public Health Innovation (IPHI) optimizes community and population health by forging cross-sector partnerships and innovative solutions to the DC-MD-VA region's most pressing public health challenges. IPHI is the region's officially recognized public health institute and a member of the National Network of Public Health Institutes (NNPHI), which has become a major aspect of the nation's public health infrastructure. IPHI currently operates as a trade name of CommonHealth ACTION (CHA), a 501(c)(3) non-profit organization founded in 2004. Beginning in 2014, IPHI will operate as an independent 501(c)(3), though it will maintain close working ties with CommonHealth ACTION for the foreseeable future. IPHI has a current operating budget of just over \$3M and 28 full- and part-time staff.

### GENERAL RESPONSIBILITIES

The Director of Programs is responsible for providing leadership and direction on public health program content; implementation and evaluation of programs with emphasis on measurable outcomes using data and best practices; prioritization of programmatic objectives, activities, and budget needs; development of financial resources to support prioritized areas of work; continuation and development of team-based approaches; integration of programmatic activities as well as effective use of IPHI staff capacity; and promotion of shared accountability, effective management, and production of high-quality work products. The Director of Programs works independently and collaboratively with IPHI's staff to direct, develop, manage, and implement activities in the following areas: public health programming; technical assistance to government and community groups; research and evaluation; grant and contract management; communications and marketing; meeting development and implementation; and resource development. Other responsibilities include serving as an effective IPHI representative regionally and nationally and establishing and maintaining partnerships to advance IPHI's mission.

The Director of Programs position requires a proven, forward-thinking, and dynamic individual to provide proactive leadership and vision in developing new, innovative programs. This includes having excellent analytical, interpersonal, organizational, and writing skills; strong relationships throughout the public health field and across other sectors on the regional and national levels; strong public speaking and presentation skills; as well as discretion, sound judgment, and political acumen. The ideal candidate will have extensive experience working regionally and/or nationally while understanding the political contexts that shape and frame policy. In addition, the Director should have a track record of successful grant writing and fundraising. The position requires a clear understanding and empathy for the challenges faced by resource- and capacity-limited communities; a firm grasp of community capacity building; and knowledge/understanding of health equity and economic and social determinants of health.

Initially, the Director of Program's responsibilities will include overseeing IPHI's role as the grants administrator for the D.C. Health Benefit Exchange Authority's In-Person Assister Program. This program is expected to award \$8-\$10M in grants in July 2013 to organizations across the District of Columbia that will support individuals and small businesses to enroll in health insurance through the Exchange.

## WORK DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

### **OVERSIGHT/FISCAL MANAGEMENT/FUNDS DEVELOPMENT**

- Oversee management of programmatic budgets to ensure effective and compliant use of grant and contract funds.
- Adhere to IPHI's administrative and recordkeeping guidelines to support accurate documentation of activities.
- Effectively engage staff assets to support the ongoing work of grants and contracts.
- Interact with project teams to maintain consistent understanding of project status and deliverables and identify variances and errors to ensure sound fiscal management of programs.
- Direct budget development for new programs and renewals.
- Develop new programs in collaboration with IPHI staff and funders. Write grant proposals to secure new resources that expand IPHI's programmatic portfolio as well as its capacity to engage in innovative and prioritized public health work across DC, Maryland and Virginia.
- Ensure compliance for all program grants and contracts; work with grants team to implement and/or improve reporting tools; and ensure timely, accurate reports and communications to funders.
- Seek and develop new funding relationships and then leverage those relationships to write and submit successful grant proposals and contract bids.
- Write and submit proposal and bids in response to RFPs and RFAs on a consistent basis, in alignment with fundraising and portfolio goals, and in collaboration with staff and external partners.
- Direct, lead, and manage the development of grants applications and reports through collaborative writing with staff teams.

### **PROGRAM DEVELOPMENT, DIRECTION, AND MANAGEMENT**

- Develop and effectively direct programmatic activities to ensure public health methodology is sound and they position IPHI to be a leader regionally and nationally.
- Serve as a senior leader for public health content, program design, evaluation, and dissemination across all programs.
- Monitor scopes of work to ensure timeliness, quality and accuracy of activities vis-à-vis contractual and grant commitments.
- Ensure programmatic excellence through development and implementation of innovative performance and outcomes measures.
- Ensure and direct the development of regular and timely programmatic updates across all programs to ensure cross-pollination of ideas, knowledge-building, and resource sharing. This includes helping to develop a knowledge management system and supporting processes.
- Facilitate small and large group meetings, internally and externally. This may also include facilitating on site community meetings.
- Monitor national initiatives in the field of public health as well as programmatic innovations and best practices from other sectors to ensure that IPHI program staff remains well-informed. Ensure that innovations and best practices are incorporated into IPHI programmatic activities.
- Lead the collaborative development of survey, monitoring and evaluation tools.

### **STAFF DEVELOPMENT**

- Direct continuous learning (focused on public health practice, the evidence base, and the latest innovations) for IPHI staff.
- Promote and foster an environment in which proactive thinking and creativity are encouraged and rewarded.
- Identify capacities needed (skill sets and competencies) to achieve programmatic and organizational goals. Work with senior staff to ensure those capacities are developed or acquired.

- Serve as resource advisor to program staff and support their work by managing resources, opportunity, time, and information.
- Participate in yearly performance assessments of program staff, goal setting, and support professional development on an ongoing basis

## **STRATEGIC/THOUGHT LEADERSHIP**

- Build cross-sector relationships and work opportunities that integrate population health strategies with activities within such sectors as medical care, community and economic development, financial services, urban/land use planning, housing, and others.
- Work collaboratively across sectors with diverse, strong, and influential partners to achieve common goals.
- Engage in national-, state-, and local-level relationship building to increase IPHI's visibility and ensure strategic programmatic and organizational growth.
- Participate in senior staff and board activities to inform and lead the organization's public health strategies and approaches.
- Increase IPHI's public profile by serving as a spokesperson and advocate, as well as a visible and influential leader in public health.

## **EMPLOYMENT STANDARDS & CONDITIONS**

**REQUIRED EDUCATION AND EXPERIENCE: Master's or doctoral degree is required.** Candidate must demonstrate a minimum of 18+ years of progressive professional experience working toward public health goals. Experience with community-based public health efforts, working within or alongside government, working in the DC-Maryland-Virginia preferred.

- Expertise in public health, determinants of health, health equity and health disparities.
- Proven leadership skills and management experience, including the ability to develop team performance and a genuine desire to coach and mentor.
- Demonstrated success in grant writing and proposal development for public health programs.
- Superior writing skills in terms of analysis, content, and mechanics. Published articles are a plus.
- Strong focus on being strategic, problem solving, and solution-focused.
- Experience working with community-based coalitions and organizations, community capacity building efforts, technical assistance, and group facilitation.
- General knowledge and familiarity with political contexts at the federal, state, and local levels.
- Self-motivated, able to balance multiple and competing priorities or deadlines, excellent organizational skills, and ability to track multiple projects/programs tasks as delegated to program staff.
- Demonstrated understanding of current and emerging public health issues.
- Demonstrated political acumen and intellectual curiosity as well as the ability to view old problems with fresh perspectives.
- Strong budget management experience, detail-oriented, and able to work well in evolving circumstances.
- Excellent written and oral presentation skills, with ability to engage, inspire, build credibility and engender trust with diverse audiences. This includes the ability to build coalitions, negotiate, and resolve conflicts effectively while preserving important relationships with partners and funders.
- Ability to research and quickly disseminate relevant, emerging and existing evidence-base practices and models.
- Demonstrated ability to work effectively with policy makers, community leaders, and the media.
- High level of knowledge and understanding, especially as it relates to program replication, connecting programs to funding, creatively generating other resources, and building strategic partnerships.
- Trustworthy, ethical, and authentic in all situations.

**HIRING SALARY RANGE & BENEFITS:** \$85,000 to \$95,000 (Contingent upon available funding), plus competitive benefits package with annual leave, health/dental/vision insurance and retirement contributions (403B). Please note that we will not offer or negotiate an initial salary above the range listed for this position. In the interest of time, we ask that all candidates consider this carefully before applying.

**JOB CLASSIFICATION:** Exempt

**RESOURCE RELATIONSHIP:** The IPHI President & CEO and Vice President will serve as lead resources for the Director of Public Health Programs.

**JOB LOCATION:** The Director of Programs will be based in IPHI's Washington, DC office, with the potential for negotiated relocation to a soon-to-be opened Maryland office.

**ESTIMATED START DATE:** August/September, 2013

**TRAVEL:** Domestic travel is required for this full-time position, primarily throughout the DC-MD-VA region. Estimated travel: Up to 35% annually (Approx. 25% local/10% nationwide travel). A reliable automobile, insurance, and a valid driver's license are required for local travel.

**POINT OF CONTACT:** John Wesley, HR Specialist/Office Manager

**HOW TO APPLY:** Please submit a resume/CV and salary requirements to: [hr@institutephi.org](mailto:hr@institutephi.org).

Please place "Director of Programs" in the subject line of the email when applying.

**NO PHONE CALLS PLEASE.** Due to the large number of applicants, only successful candidates will be contacted.

*The Institute for Public Health Innovation values a diverse, respectful, and collaborative work environment. We establish and maintain trustful relationships with all staff, contractors, funders, partners, and communities. We believe that hard work, a focus on quality, and a passion for the public's health are required to improve the well-being of individuals, families, and communities. IPHI looks to all staff and contractors to contribute to the effective implementation of programmatic activities.*