



**PROJECT DIRECTOR  
HEALTHIER GLADES  
POSITION DESCRIPTION**

**CONTEXT**

In 2014, Palm Healthcare Foundation, Palm Beach County’s leading public healthcare foundation, announced the launch of *Healthier Together*, its new community-driven, collaborative, place-based funding approach to solving complex health issues neighborhood by neighborhood in six communities throughout Palm Beach County. The initiative brings together neighborhood leaders and residents, listens carefully to their needs and provides financial support and other resources to help the neighborhood make positive, healthy changes. Palm Healthcare Foundation plans to maximize impact by allocating \$1 million to each of the six *Healthier Together* communities over the next five to seven years for collaborative, health-related projects around the foundation’s priority areas of diabetes prevention and management, family caregiving and behavioral health. The foundation has been working closely with community leaders to launch the project in the communities of South Bay, Belle Glade, Pahokee and Canal Point.

**HEALTHIER GLADES OVERVIEW**

With a strong commitment to community engagement, this project is bringing together a diverse group with genuine interest in improving health in the Glades’ communities and neighborhoods. Under the direction of the steering committee, the community will select the project’s focus area in November 2017. The options are *behavioral health*, *diabetes* or *family caregiving*. This 5 to 7-year project will be an opportunity for residents and stakeholders in the Glades communities to collaborate to solve a critical health issue and growing the community’s capacity to tackle challenging issues facing residents and neighborhoods.

*Housing Partnership, Inc.* has been selected by the community to serve as the project’s fiscal agent, who will be responsible for managing the funds on behalf of the community. The Project Director position will be an employee of *Housing Partnership, Inc.* and report to the project’s steering committee.

**POSITION OVERVIEW**

To lead this important work, the *Healthier Glades* is seeking a passionate, dynamic, detail-oriented professional who can facilitate the collective success of this effort, and serve as a public ambassador for the project. The Project Director will help drive and implement *Healthier Together* activities in the Glades communities, including strategy, program activities, communications, community engagement and data functions.

**RESPONSIBILITIES**

The Project Director will provide day-to-day support and facilitation of the *Healthier Together* effort, with the guidance of a steering committee and various work groups.

Key responsibilities include:

**Strategic coherence:**

- Overseeing the development of a set of strategies that will drive transformative change as defined by community expectations, work groups and steering committee.
- Overseeing the development and implementation of a shared measurement system that will track common outcomes and indicators across the project and use results to inform learning and continuous improvement.

- Maintaining understanding of current implementation challenges and developing comprehensive solutions to address them.
- Providing direction and support to partner organizations in aligning their work to the overall strategic plan and action plan, including identifying opportunities for program work to support specific goals.
- Acting as a neutral arbiter and helping resolve disputes or disagreements in direction.

**Leadership and support for the steering committee and work groups:**

- Modeling *Healthier Together's* guiding values at all times and fostering a culture that reflects them.
- Establishing, facilitating, and executing effective and open communication with the steering committee.
- Developing systems to share organizational decisions with community members.
- Building and maintaining relationships with the steering committee and workgroup members.
- Providing support to the steering committee and workgroups to facilitate meetings, assisting in preparation of meeting materials, etc.
- Providing regular reports to the steering committee and community members on progress against goals and indicators.

**Data collection, analysis, and reporting:**

- Serving as data collection leader and intermediary for *Healthier Together* activities in the Glades communities, ensuring that data needs (collection, analysis, dissemination, reporting) are addressed; leading and coordinating all data collection efforts (both quantitative and qualitative, such as digital storytelling), including through the *Healthier Together* website data and evaluation system.
- Leading the documentation process via the *Healthier Together* website.
- Researching best-practices and staying abreast of what is happening with other place-based projects, locally, regionally and nationally.
- Facilitating the initial *Healthier Together* Baseline Report, including collecting and analyzing data, drafting text, and identifying key gaps; and coordinating evaluation and indicator refinement with the steering committee and workgroups.
- Identifying improvements in use of data-driven decision-making and ensuring that data is collected, integrated, and communicated effectively across the project.
- Working to ensure all partners are aware of targets and indicators.
- Creating regular summary reports of *Healthier Together* progress for internal and external audiences.
- Collaborating and participating in the cross-community learning process amongst all *Healthier Together* communities.

**Working with community partners and stakeholder management:**

- Building *Healthier Together's* identity in the Glades communities as a respected effort among a broad spectrum of local stakeholders.
- Cultivating and maintaining excellent working relationships with residents and community leaders in a way that can inspire collective action, including volunteer management and delegation of activities.
- Identifying and recruiting additional cross-sector stakeholders to participate in *Healthier Together* in the Glades communities.
- Developing and maintaining a list of community partners and upcoming events.
- Coordinating research and other activities with project partners to minimize redundancies and to align strategies and actions, including conducting individual outreach and education as needed.
- Updating outreach strategy as new needs emerge and in concert with the steering committee and workgroups.
- Coordinating with other related projects and coalitions to maintain a full understanding of the current landscape of local and regional activities, and integrating their work into the steering committee's and work groups' processes.
- Identifying capacity gaps.

- Developing, coaching and mentoring community members.

#### **Communications:**

- Communicating the objectives of *Healthier Together* to the community and potential partners, including sharing the strategic plan, action plan and/or other collateral materials.
- Facilitating ongoing communication between *Healthier Together* partners by hosting regular conference calls, in-person meetings, or coordinating regular email updates to ensure alignment of activities.
- Planning and managing logistics of, and attending, community events.
- Creating press strategy, including drafting press releases and coordinating with media outlets.
- Developing communications materials as *Healthier Together* evolves, potentially including summary documents, brochures, FAQs, and other items.
- Developing web and social media strategies, including through the *Healthier Together* website.

#### **Sustainability and grants management:**

- Working with the steering committee to identify potential funding sources to support and sustain *Healthier Together's* goals and priorities.
- Tracking all *Healthier Together's* funding, including in-kind contributions from partners, and in concert with the project's fiscal agent.
- Coordinating *Healthier Together's* grant reporting to funders, as required.

#### **REPORTING RELATIONSHIPS**

The Project Director will report to the steering committee.

#### **REQUISITE QUALIFICATIONS**

This is an outstanding opportunity to play a critical role in improving health outcomes as well as the community's capacity to take action to make sustainable and lasting change. Therefore, first and foremost, the Project Director must be committed to the mission and overarching goals of *Healthier Together* in the Glades communities.

Additionally, the successful candidate will be able to demonstrate:

- Minimum of 5-7 years management experience in the nonprofit setting, including managing teams in a fast-paced and high-growth nonprofit, social enterprise, or business start-up environment.
- Familiarity with budgeting and grant administration processes.
- The executive presence to inspire confidence, passion, credibility and trust in both internal and external audiences; a good motivator who is neutral and non-judgmental, with a diplomatic and inclusive style.
- Outstanding communication and interpersonal skills, with the ability to build authentic relationships with a diverse set of high profile stakeholders.
- Existing relationships with, or ability to build relationships with, a cross-sectoral range of stakeholders in the local or regional area, including senior executives.
- Superior strategy and planning skills, including an ability to think strategically on both organizational and systemic levels over multi-year horizons.
- Experience with complex project management and stakeholder management, including strong facilitation, coordination, community outreach and organizational skills.
- Ability to be self-directed and work independently, but also is a good collaborator
- Strong data acumen and computer skills (e.g., Microsoft Office suite, comfort with website updates).
- Strong presentation skills before multiple types of audiences.
- Comfort with ambiguity and ability to thrive in a fluid, entrepreneurial environment; willingness to "roll up one's sleeves" and extend beyond formal responsibilities based on the needs of the work; willingness to work flexible hours, including evenings and weekends.

**DESIRED QUALIFICATIONS**

- Bi-lingual preferred; English and either Spanish and/or Creole speaking
- Possesses commitment to cultural competency and improving health disparities and issues of equity
- Must have lived or worked in the Glades communities for at least 5-7 years

**COMPENSATION**

This is a five to seven year, grant-funded position, with the potential for longer-term engagement. Compensation for the position is competitive and commensurate with experience.

**START DATE**

*January 2018*

**APPLICATION INSTRUCTIONS**

The Search Committee is soliciting nominations and expressions of interest **immediately**. Nominations or applications (with current resume, letter of interest, and salary requirements) should be sent electronically **by noon on Monday November 27<sup>th</sup>, 2017 to: [healthierglades@htpbc.org](mailto:healthierglades@htpbc.org)**