**Job Announcement**

**Executive Director**

**Location:** Carlisle, Pennsylvania

**Sector:** Nonprofit/Philanthropy

**Employment Type:** 40-hour week / full benefits

**Posting Date:** January 12, 2024

**Salary Range**: $110,000 to 135,000



**Primary Purpose:** The Executive Director works in partnership with the Board of Trustees and staff team to provide leadership, vision and direction for the organization and develop organizational strategies in pursuit of the foundation’s mission. As a community foundation with health equity at the center of our mission, the director provides organizational and community leadership on the principles and practices of diversity, health equity, inclusion, health justice and belonging. Core responsibilities include strategic planning, public relations, and fiscal and human resource management. The Executive Director reports directly to the Board of Trustees and supervises a staff team of six.

Candidates with diverse backgrounds are encouraged to apply. The Partnership for Better Health offers an attractive compensation and full benefits package, including competitive salary, paid-time-off, employee wellness, medical, dental and life insurances, and retirement benefits. Salary is negotiable subject to experience. At 40-hours a week, the position contributes to a healthy work/life balance. We are respectful of all people and the ways in which they identify across race, class, ability, gender, sexual orientation, national origin, age and other characteristics. This is a local/on-site leadership opportunity.

**ORGANIZATIONAL BACKGROUND**

The Partnership for Better Health's mission is to champion and invest in ideas, initiatives and collaborations to advance equity and improve the health of the people and communities in our region. Established in 2001, the foundation has made over $49 million in grants to organizations throughout South Central Pennsylvania. We bring our mission to life by serving as a catalyst, advocate, and steward to promote health equity and justice, towards ensuring that everyone in our community has the opportunity to reach their highest potential for health. We are a welcoming, inclusive, and mission-driven organization.

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**ESSENTIAL RESPONSIBILITIES — What You’ll Do**

Honor and help bring to life the Partnership for Better Health’s values of diversity, equity, justice, and inclusion. Contribute to a welcoming and equitable organization that reflects and supports our community. Collaborate with others to foster an open and inclusive environment that provides a place of belonging and connection for employees, volunteers, and the many communities served.

**1. Strategic Leadership**

* Guide staff and volunteers in assessing health trends. Oversee the development of periodic community needs assessments and seed new strategic and programmatic investments to address emerging needs.
* Continually support the board in creating a long-range strategy designed to achieve core goals. Provide strategic vision to foster community change.
* Through an annual review of organizational effectiveness, guide the board and staff in identifying major strategic challenges and opportunities.
* Provide health expertise by offering leadership throughout the development and implementation of promising community programs.
* Review programs from a lens of health equity and inclusion to ensure diverse communities are receiving equitable funding. Center people with lived experience in the life and work of the foundation.

**2. Fiscal Management**

* Safeguard the organization's assets by employing sound oversight of the foundation's budget and financial investment strategy. Make and communicate financial decisions that are consistent with a board approved budget and the long-term fiscal health of the foundation, as defined in the spending policies.
* Guide and champion strategies for cost savings and fiscal growth.

**3. Human Resource Management**

* Foster an organizational culture that is inclusive and offers people of diverse backgrounds a sense of belonging and connection.
* Practice equitable and inclusive recruiting practices that attract, develop, and motivate high-quality staff and volunteers.
* Administer an equitable staff performance evaluation process that supports a high functioning staff team. Supervise, monitor, and support staff progress.
* Guide and advise on an equitable staff compensation plan and benchmarking reviews.
* Enhance and maintain personnel policies and practices in accordance with legal regulations.

**4. Public Relations**

* Serve as the chief spokesperson for the organization and ensure proper representation to its various constituencies.
* Build positive relationships with partner organizations, policymakers, the media, and other influencers to ensure that the organization is publicly represented in a strong, positive manner. Foster strategic alliances that align diverse resources to address collective community goals.
* Support organization-wide efforts to advocate for health policy solutions.
* Cultivate an effective public relations strategy and oversee major communications products (i.e., Annual Report).

**5. Board Support**

* Establish a positive partnership with the board and board chair, forging relationships that support good governance and bring forth best ideas and efforts. Serve as a liaison to the Governance Committee.
* Assist the board chair in planning the agenda and materials for board meetings. Through the drafting of an annual board calendar, forecast and support year-long board planning and organizational development needs.
* Facilitate the orientation process for new board members.
* Offer concrete tools and strategies to gauge organizational and board effectiveness.

**Essential Skills and Abilities**

* Visionary and leadership skills to move the foundation to its maximum potential.
* Practice cultural humility. Self-awareness and experience to engage communities that have traditionally been excluded from the grant receiving process.
* Knowledge and experience in community health and wellness; familiarity with national and regional health issues and resources.
* Effective leadership and management skills in strategic planning, staffing, budgeting, operational oversight, and board governance.
* Strong track record as a team motivator, mentor, collaborator, and community builder.
* Open communicator and experienced public speaker. Excellent writing skills.
* Skilled in using technology for planning, management, and communication.
* A history of achievement and progressive accomplishments in current and prior positions.
* Ability to manage multiple responsibilities; work well under pressure; and organize, prioritize, and delegate tasks effectively.
* Energetic, enthusiastic, and committed to hard work. Personal drive to move an organization forward.
* The ability to travel locally and regionally. This position is in-person.

**Essential Education and Experience**

* Graduate degree in field of health or human services, public policy, nonprofit management, or a related field preferred.
* Ten to fifteen years of experience working in the fields of public health or human services with a government agency, health system or nonprofit organization. Experience working closely with regional or national foundations a plus.
* At least five years of experience managing professionals, and building cohesive teams, partnerships, and alliances.
* Demonstrated project development and strategic planning experience.
* Any combination of education, professional and life experience equivalent to the essential education and experience listed above.

**OUR COMMUNITY**

The Partnership for Better Health is located in Carlisle, Pennsylvania. As a college town known for its rich cultural heritage, great restaurants and vibrant business community, Carlisle won the 2021 All-America City award from the National Civic League, and the 2016 national competition to be named *Strongest Town in America*. Carlisle Borough Council has a *Truth & Reconciliation Commission* to address systemic racism and organizations are collaborating to improve racial and health equity (e.g., YWCA, Moving Circles, Hope Station, Victory Circle and Carlisle Responders Network). Located just minutes from the Appalachian Trail, regional parks, lakes and forestlands, our surrounding region has much to offer. Carlisle is 25 minutes from Harrisburg, two hours from Washington, Baltimore and Philadelphia, and three hours from New York City and Pittsburgh. As the fastest growing county in Pennsylvania, Cumberland County enjoys a healthy economic climate.

**TO APPLY**

Qualified candidates with diverse backgrounds are encouraged to email a cover letter, resume and three references to Casandra Jewell Sweeney (Cjewell@ForBetterHealthPA.org). Interested candidates are encouraged to apply by February 20, 2024.

The position will be open until filled, with interviews beginning in April 2024. You will receive confirmation of receipt of your resume within 3 days of submitting your application. If you do not receive it, please contact Casandra (717-960-9009 x 0).