

## **Managing Director - Equity and Health**

January 19, 2017

### **POSITION DESCRIPTION**

Richmond Memorial Health Foundation (RMHF) seeks a Managing Director for Equity and Health to be a driving force in the work to realize our emerging vision for an equitable and healthy Richmond Region. This new leadership position will develop and implement strategies for inclusive and active community engagement, oversee effective grants management, engage with partners to address policy issues, serve as a knowledge resource in the community, and support several strategic initiatives related to equity and health. The Managing Director for Equity and Health reports directly to the CEO and serves on the senior leadership team of the Foundation.

Among other qualities, the ideal candidate will possess: (1) demonstrated leadership and action promoting equity and health; (2) a track record of engaging diverse communities and stakeholders to pursue a common purpose; (3) a history of working in leadership and as part of a team; (4) a track record of using research and analysis to drive decision-making and action.

### **KEY RESPONSIBILITIES**

#### **Community Engagement and Policy**

- Design and implement innovative ways to reach underserved populations and invite new voices into the Foundation. Assist in planning and implementing “value-added” activities, such as convenings, technical assistance, peer networking, and data sharing.
- Lead and integrate community driven or informed engagement strategies into all Foundation activities.
- Develop strategies for addressing emerging policy and practice issues for the Foundation related to its priorities of equity and health.
- Build relationships with community leaders, public officials, policymakers, and nonprofit partners on critical equity and health issues to inform policy development and improve practice.
- Represent RMHF through service on committees or issue-focused task forces that advance the Foundation’s mission.

#### **Grants Management and Administration**

- Convene and lead the program team to develop, implement, and evaluate investment opportunities to advance the Foundation’s mission, particularly our clarified focus on equity and health.

- Support innovative Equity and Health Fellowships, a Visiting Artist Program, and other partnerships related to Foundation priorities, and work with others to share findings with the broader community.
- Serve as a strategic thought partner with diverse grantees, conduct site visits, and provide culturally responsive technical assistance and organizational guidance, as needed.
- Review proposals and reach consensus with program team for recommendations to the Board; conduct due diligence and write recommendations for the Board.
- Build relationships and learning cohorts through ongoing dialogue with grantees and applicants.
- Manage and supervise grantmaking team members to ensure effectiveness and efficient internal operations for grantmaking and communication.
- Work with the Chief Financial Officer to ensure that data management systems support accurate reporting on grantees and overall Foundation progress toward outcomes.

### Thought Leadership

- Work with the CEO and senior leadership team as a thought leader and strategist both inside and outside RMHF, using data and analytics to inform decisions and actions.
- Work with staff and community partners to research and share local information and national best practices related to relevant RMHF funding priorities.
- Represent RMHF in regional, statewide, and national organizations with shared goals in equity and health.

### **EXPERIENCE AND QUALIFICATIONS**

- 7 + years of experience related to the Foundation’s priorities, which may include community organizing, policy and advocacy work, philanthropy, public or nonprofit management, and direct service, among others.
- Experience with and trust in collegial decision-making, coupled with ability to work independently, flexibly, and with a sense of humor.
- Ability to handle multiple assignments and meet deadlines; ability to pay attention to accuracy and detail while thinking broadly.
- Demonstrated leadership in promoting equity and building relationships across racial, socio-economic, gender, sexuality, and ability differences.
- Track record of motivating and managing teams to be efficient, productive, and innovative.
- A proven commitment to equity, demonstrated by thoughtful action, a results orientation and continuous learning.
- Demonstrated cross-cultural competency and the ability to communicate effectively—orally and in writing—to diverse audiences and in a variety of contexts. Spanish language skills a plus.

- Publication experience a plus but not a requirement.
- Proven data analysis skills.
- College degree required.

RMHF is an equal opportunity employer. As a nonprofit committed to diversity and equity, it is our policy to provide an equal employment opportunity to all individuals without regard to age, color, race, religion, national origin, disability, military/veteran status, sex, gender, gender expression, sexual orientation, or status in any other group, protected by federal or local law or for any other reason. Please submit a letter and résumé to Courtney Worrell at [humanresources@rmhfoundation.org](mailto:humanresources@rmhfoundation.org) by Friday, February 17, 2017 and include "Managing Director for Equity & Health" in the subject line.