COMMUNITY-CAMPUS PARTNERSHIPS FOR HEALTH
SEEKS EXECUTIVE DIRECTOR
Application review begins February 24, 2014

Community-Campus Partnerships for Health (CCPH) seeks an accomplished leader in community-academic partnerships and health/public health to serve as our full-time Executive Director. We are looking for an entrepreneurial visionary who defines health broadly; is passionate about authentic community-academic partnerships as a strategy for social justice; and works and communicates effectively across communities, disciplines, professions, and institutions. Our next Executive Director will have experience in developing and sustaining community-academic partnerships, leading institutional and community change efforts and advocating for policy change. A skilled administrator and fundraiser, s/he will ensure the organization has the resources it needs to achieve the organization’s mission and board-defined ends:

Mission: To promote health equity and social justice through partnerships between communities and academic institutions.

Ends: Communities experience community-campus partnerships according to the CCPH principles of partnership and framework for authentic partnerships. Policies and funding are in place that support an environment for these partnerships to be realized.

A 501(c)3 non-profit membership organization founded in 1997, CCPH is governed by an international board of directors and operates in a virtual environment with staff based in Seattle and San Francisco. The Executive Director can be located anywhere in the United States.

PRIMARY DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

Overview: The Executive Director (ED) provides visible leadership for the organization, translates the board-articulated ends into a strategic plan of action, raises funds, implements policy and organizational change strategies, supervises the staff team, develops new partnerships and programs, communicates about CCPH and serves as liaison to the CCPH board. The ED directly manages selected programs and serves as principal investigator on research, educational and conference grants from public and private funding agencies. The ED reports directly to the CCPH board and follows the board’s ends and executive limitations policies (see “Additional Information” on page 3).
Leadership, organizational planning and management (10%)
- Participate with the board in developing the organization’s mission, vision and ends
- Determine and implement the means needed to achieve the organization’s mission and ends
- Foster effective collaboration and communication with the board and staff
- Serve as chief organizational spokesperson and representative

Program/research planning and management (40%)
- Oversee the planning, implementation and evaluation of the organization's programs and research projects
- Ensure that the organization's programs and research projects advance its mission and ends
- Monitor the day-to-day delivery of the organization's programs and research projects to ensure quality and impact
- Manage the Consultancy Network, Annual Awards, Community Network for Research Equity & Impact and Bobby Gottlieb Scholarship Fund
- Oversee the operation of CES4Health in collaboration with an independent Editor
- Serve as principal investigator or co-principal investigator on research, educational and conference grants from public and private funding agencies

Fundraising, financial planning and financial management (35%)
- Develop and implement a sustainable business plan for the organization
- Secure adequate funding for the organization’s operations, programs and research projects from private and public sources

Stakeholder relations (10%)
- Communicate with stakeholders to keep them informed of the work of the organization
- Engage with stakeholders to ensure that the organization understands their needs, concerns and assets and responds appropriately
- Serve as chief organizational spokesperson and representative

Human resources planning and management (5%)
- Determine staffing requirements for organizational management and delivery of programs and research projects
- Recruit and retain a diverse staff that have the right technical and personal abilities to help advance the organization’s mission and ends
- Coach and mentor staff to improve performance and provide opportunities for career advancement

ESSENTIAL JOB REQUIREMENTS
- Able to work in a virtual organizational environment
- Able to travel frequently in and outside the US (travel requirements vary throughout the year. Currently, on average, the ED travels 5 days/month)
- Able to serve as principal investigator or co-principal investigator on research grants
COMPENSATION
A competitive salary and benefits package will be offered. The board intends to sign an initial 2-year contract with the selected candidate or his/her host organization.

ADDITIONAL INFORMATION
For more information about CCPH, visit http://ccph.info
For more information about the CCPH staff, visit https://ccph.memberclicks.net/staff
For more information about the CCPH board, policy governance model, ends and executive limitations policies, visit https://ccph.memberclicks.net/board

INSTRUCTIONS FOR APPLYING
To apply for the position, please send the following materials in confidence as MS Word or PDF attachments to ccph.executivedirector@gmail.com with the subject line ED Application – First and Last Name. (For example: ED Application – Sam Fernandez)

- Letter of up to 3 pages describing your interest in the position and your qualifications for it. Be sure to explicitly demonstrate your qualifications in the two areas that comprise most of the position’s time: (a) program/research planning and management and (b) fundraising, financial planning and fiscal management.
- Your resume or CV (please no long academic CVs - 5 pages maximum).
- Names and contact information for 3 references, with a brief explanation for why you included each person (we will not contact references until we have first connected with you).
- Two writing samples that demonstrate your ability to write for multiple audiences.

Application review begins on February 24, 2014. We strongly encourage those interested in the position to apply by that date.

CCPH is an Affirmative Action, Equal Opportunity Employer. Women and members of minority groups are encouraged to apply.

QUESTIONS
Please direct all questions about the position to ccph.executivedirector@gmail.com
Answers to frequently asked questions will be posted on the CCPH website at https://ccph.memberclicks.net/staff

RELEVANT DATES
Jan 6, 2014   Job announcement released
Feb 24, 2014   Application review begins
March 9-15, 2014   Phone interviews with prospective candidates
May 2-3, 2014   Finalist interviews in person in Chicago, IL
July 1-Sept 1, 2014   Transition period (percentage time to be negotiated)
Sept 1, 2014   Start date for the full-time position