

## **RURAL WHOLE HEALTH COALITION EXECUTIVE DIRECTOR POSITION DESCRIPTION**

### **POSITION OVERVIEW**

The Rural Whole Health Coalition Director (RWHC) will be a visionary, dynamic leader who can grow and lead the Coalition's support staff and ensure the Coalition's sustainability by facilitating the collective success of this regional effort and serving as its public ambassador.

Under the direction of the RWHC's Board of Directors/Steering Committee, the Director is responsible for leading the initiative toward achieving its common purpose of improving outcomes for increasing access to mental, primary, and financial health services for families in rural central Texas communities. Responsibilities include vision-setting, partnership development and engagement, advocacy, annual and multi-year strategic and financial planning, budget management, fundraising, and excellence in talent management. The Coalition Director will be an independent party not associated with the Coalition's Fiscal Sponsor\*

### **RESPONSIBILITIES**

#### **Leadership:**

- Set the vision, develop partnerships, and engage with partners on a regular basis; build an advocacy ethos; and ensure annual and multi-year funding mechanisms through adaptive leadership in support of RWHC's purpose.
- Work with the RWHC Board of Directors to engage Steering Committee, Workgroups, and staff members in supporting and advocating for the core tenets of the Coalition's work and the community's priorities.
- Lead and facilitate while adhering to the five tenets of the Collective Impact: 1) common agenda, 2) shared data/measurement system, 3) mutually reinforcing activities, 4) frequent, structured, and continuous communication, and 5) providing effective support staff support.

#### **Operations, Staffing, and Reporting**

- Manage operational challenges and develop comprehensive solutions to address them.
- Recruit and retain top-performing staff and oversee consulting relationships with Board of Director guidance and approval of the Board of Directors as the Steering Committee approves.
- Develop systems to share organizational plans with the Board of Directors, Steering Committee, Workgroups, and staff members.
- Provide regular reports on progress against budget, goals, and performance indicators to the Board, Steering Committee, and appropriate stakeholders.
- Ensure the development of regular reports to highlight progress toward shared goals and outcomes.
- Report progress toward shared goals and outcomes in increasing access to mental, primary, and financial health services for families in rural central Texas communities.
- Seek opportunities to present RWHC's work at conferences and community events.

#### **Financial:**

- Serve as the financial steward of RWHC; manage RWHC's budget, and report monthly financials to the Board of Directors/Steering Committee.
- Lead fundraising by identifying, cultivating, and stewarding potential and current funders and participating in relevant networks.
- Maintain an effective relationship with the Fiscal Sponsor throughout the lifetime of that agreement.

- Identify and engage potential funding sources to support RWHC strategies. This includes seeking and securing ongoing funding to maintain and grow the Coalition through:
  - Cultivate donor stewardship (corporations, individuals, etc.).
  - Write grant applications available through both public and private funding sources.
  - Work with RWHC members to provide revenue support around collective fund development to support selected strategies and solutions.
  - Oversee reporting to funders as required.

#### **Facilitation and Stakeholder Management:**

- Serve as a strong, neutral, and skilled facilitator who can guide the RWHC Board and Steering Committee, partners, and stakeholders towards consensus and defined shared purpose and results.
- Work with the Board and Steering Committee to set shared goals, measure progress, and provide regular reports.
- Ensure effective facilitation of Workgroups.
- Identify and recruit additional cross-sector Steering Committee members and stakeholders to participate in the RWHC work.
- Provide direction and support to Steering Committee members and partner organizations in aligning their work to the Common Agenda (e.g., identifying opportunities for program work to support specific goals).
- Build deep relationships with and understand cross-sector (education, social service, business, civic) partners across the community who are connected to and enable the success of behavioral, primary health, and financial health initiatives.
- Build RWHC's identity as a respected, neutral convener among a broad spectrum of local stakeholders.
- Support RWHC's advocacy initiatives in partnership with community leaders.
- Develop and foster relationships with various community stakeholders, community leaders, and voices from diverse populations to seek advice, build trust, seek participation, and build commitment and engagement from a broad cross-section of communities in the four-county service area.
- Plan and facilitate regular Board of Directors, Steering Committee, and Workgroup meetings; coordinate "Healthcare Coalition" convenings together with Career Tracks.

#### **Shared Strategy and Measurement:**

- Oversee the development and implementation of a *shared measurement system* that will track common outcomes and indicators across the initiative, use results to inform learning and continuous improvement, and communicate them among partners.
- Ensure accountability for collective outcomes and indicators across partners participating in the initiative.
- Oversee the development and coordination of *shared strategies* to drive the improvement of identified social determinants of health awareness, prevention, and reduction outcomes. Establish a shared data system to track and communicate common outcomes and indicators with stakeholders and partners.
- Support the initiative to collect qualitative and quantitative data, analyze findings, and communicate with local leaders and stakeholders.
- Ensure Board of Directors and Steering Committee partners are apprised of goals, objectives, priorities, and successes.

*Perform other related duties as assigned.*



**REQUIRED QUALIFICATIONS:**

- Bachelor's degree (Master's degree preferred) in business, education, policy, or related field OR 5+ years of relevant work experience, including at least three years managing teams in a fast-paced nonprofit, education, social enterprise, or business environment.
- Skillful manager with demonstrated problem-solving initiative and ability to deliver results.
- Executive presence to inspire confidence and passion among diverse internal and external audiences.
- Advanced strategy and planning skills, including thinking strategically on organizational and systemic levels over multi-year horizons.
- Advanced budgetary and financial management acumen; successful experience working with organizational budgets, balance statements, and financial forecasting.
- Strong data acumen and ability to oversee complex analysis and data systems.
- Experience with complex project and stakeholder management.
- Ability to establish, build, and maintain relationships with cross-sector partners and stakeholders in Bastrop, Caldwell, Fayette, and Lee regions, including hospital administrators, school superintendents, universities, business executives, civic leaders, funders, and non-profit leaders.
- Track record of leading, inspiring, and developing high-performance teams.
- Demonstrated success in fundraising and cultivating and stewarding donor and funder relationships.
- Responsible, self-motivated, and able to carry out and prioritize multiple ongoing projects.
- Genuine enthusiasm for meeting, motivating, and involving people in community activities.
- Experience working in a diverse multi-cultural community.
- Demonstrated ability to work independently and as part of a team.
- Computer and technological literacy and proficiency sufficient to work productively with a remote-based workforce or consultant.

**DESIRED QUALIFICATIONS**

- Experience working with a Collective Impact framework.
- Knowledge of project management fundamentals and experience managing complex projects.
- Familiarity with the regional rural service areas and focus of the initiative.
- Working proficient verbal and written communication skills; Bi-lingual English-Spanish

**\*REPORTING RELATIONSHIPS**

RWHC recently received its 501(c)3 status and will continue to operate under a Fiscal Sponsorship relationship until the organization can support itself. The Fiscal Sponsor employs all support staff. In addition to being the employer of record, the Fiscal Sponsor serves as RWHC's legal entity and is also the financial fiduciary. Additionally, they provide comprehensive administrative and financial management support.

The Coalition Director will report directly to the RWHC's Board of Directors and be the Coalition's advocate. The Coalition Director will be responsible for the day to day operations of the RWHC initiative, and the RWHC Board of Directors will retain autonomy to set strategy and govern the Coalition.

All support staff will report to the Coalition Director, s/he will be responsible for managing and leading their performance against individual and RWHC's goal achievement.