

Director will also need to work closely with members of the Board, consultants, and other internal and external parties.

Essential Duties/Responsibilities

Responsibilities are anticipated to include the following areas:

Strategic Partnerships

- Build and maintain relationships with key stakeholders, particularly at the state level.
- Identify opportunities to connect grant programmatic work to systems change efforts.
- Build visibility of the Foundation with stakeholders, and work with allies and partners to grow support and secure wins for long-term health equity work, leveraging the investments and learnings of the Foundation and partners.
- Represent the Foundation in a variety of settings, including with community and state stakeholders.
- Stay connected to and proactively seek out local, state, and other efforts that are focusing on addressing health equity, to align efforts and to ensure that the Foundation is learning more about other actors and initiatives.

Grantee Support and Community Engagement

- As part of grantmaking programs overseen by the Program Director, support the success of assigned grantees through technical assistance and coaching, relationship building, and coalition support throughout and beyond the grant period.
- Support grantmaking processes, such as by participating in RFP development and proposal reviews.
- Maintain supportive, collaborative relationships with grantees and their communities, including meeting with community stakeholders and organizations as appropriate.
- Support grantees and the Foundation in identifying sustainability strategies, including advocacy and policy change.
- Support evaluation efforts to understand the impact of the Foundation and of its programs, and to identify best practices.

Communications

- In collaboration with communications consultants and staff, draft communications about the Foundation's programs and strategy.
- Prepare and present to the Board as requested.
- Other duties as assigned.

Education & Experience Required

Bachelor's degree preferred; relevant experience required. At least 5 years of leadership experience in public health, health policy or community health.

Skills & Knowledge Required

A successful candidate will:

- Be committed to health equity and the mission of the Foundation.
- Be flexible, self-motivated, resourceful, and comfortable learning new skills/topics.
- Be able to apply racial justice, disability justice, and gender equity lens to programs and work products as well as staff culture.
- Have relevant education and leadership experience in health policy, public health, or community health, ideally at the state level in Massachusetts.
- Have extensive connections and relationships with individuals and organizations addressing health, health equity, community health, public health, and public policy, in Eastern Massachusetts.
- Have excellent people skills, be able to negotiate sensitive issues gracefully, be cognizant of power dynamics, and demonstrate tact and diplomacy in all settings.
- Be able to work independently and manage multiple projects and deadlines.
- Have excellent written and oral communication skills, and is comfortable presenting, facilitating, and interacting in a variety of settings.
- Be a collaborative member of a small but mighty team.
- Connections to and relationships within our communities of focus are a plus, as are multilingual/multicultural candidates.

Work Hours and Compensation

This is a full-time (40 hours per week) position, with flexibility possible for candidates who are balancing educational or other personal responsibilities. Candidates should be available to attend 4 to 6 evening board meetings per year, which occur in Boston and are scheduled well in advance. In addition, special events, meetings, and conferences may occasionally occur outside of regularly scheduled work hours. Work is hybrid, utilizing Foundation office space in the Greater Boston area. Candidates will need to be able to attend in-person meetings in greater Boston and communities throughout Eastern Massachusetts (for example, Lowell, Lawrence, Brockton, Fall River, and New Bedford) as necessitated by job responsibilities.

Physical Effort Required - Able to lift up to 10 lbs.

Diversity Statement

At Atrius Health Equity Foundation, we appreciate the value and richness of different perspectives and experiences. We constantly strive to be a more diverse and inclusive workplace. We work to make you feel welcomed and engaged as a valued member of the team. We provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, veteran status, or any other characteristic protected by federal, state, or local law. In addition, Atrius Health Equity Foundation will provide reasonable accommodation for qualified individuals with disabilities and is CORI-friendly.