

Director, Healthy People and Communities Job Description

Global Policy Solutions (GPS), a social change strategy organization based in Washington, D.C., seeks an experienced public health professional to help direct policy and program efforts for our health portfolio. As a member of the Global Policy Solutions team, the Director, Healthy People and Communities will be responsible for policy research and evaluation; program development and management; and coordinating outreach to community stakeholders and policymakers at the federal, state and local levels. The efforts led by the Director will be focused on improving the health of youth and adults at home, school, work, and beyond. A special emphasis will be on vulnerable communities and leveraging policy, systems, and environmental change strategies to eliminate health disparities.

Position Summary:

The selected individual will have significant involvement in program management and overseeing and contributing to related policy, evaluation and development support. In addition to being proficient in project management and policy analysis and research, the ideal candidate will have development and grant writing experience, as well as be an excellent writer, a creative thinker, a resourceful problem solver, and a highly productive worker.

Duties:

Policy & Research

- Direct the GPS health policy portfolio, including the management of programs related to healthy people and communities.
- Manage policy tracking and health research projects related to healthy people and communities, including leading the design, research, drafting and dissemination support of new research and policy products such as fact sheets, infographics, policy briefs, literature reviews, presentations, and reports.
- Track global, federal, state and local health policy and research, and provide technical assistance to clients, grantees, policymakers and other stakeholders as needed.
- Lead the facilitation of complex coalition and stakeholder consensus building processes related to healthy people and healthy communities.
- Support organizational and client communications functions with requisite health research, policy analysis, identification of new policy resources, or other pertinent information.

Development

- Identify new client opportunities in health and interface with existing clients to effectively manage project timetables and deliverables.
- Work with senior management to develop and execute an integrated plan for raising funds from foundations and corporate donors to meet health portfolio development needs.

- Develop proposals, letters of intent, memos, concept papers, budgets, and other program and technical materials to strategically pursue opportunities that align with the needs and priorities of CGPS.
- Manage relationships with prospective funders, donors, clients through targeted planned outreach and ongoing contacts with foundation program officers.
- Lead cross-organization collaboration to develop new programmatic opportunities in health, including drafting concept papers and developing funding proposals to support efforts.

Management

- Supervise interns, consultants and junior-level health staff.
- Utilize project management tools to keep track of team progress toward goals.
- Support the execution of advocacy and outreach events and campaigns.
- Participate in organizational strategy conversations and lead strategy related to health portfolio.
- Engage GPS partners and stakeholders to coordinate ongoing policy and program efforts.

Additional Duties

- Speak and present at external meetings, conferences, webinars and other events.
- Develop health research and policy issue commentary, such as op-eds and journal articles and help disseminate to internal and external stakeholders.

Coordinate outreach to community stakeholders, identify community assets, and uplift health disparities data for vulnerable populations.

Qualifications

Specific Requirements for this Position:

- EITHER: A M.A./M.S/M.P.H. in a relevant area and a minimum of 3-5 years experience in a related field OR a Ph.D. and a minimum of 1-2 years experience a relevant area is required.
- Personnel and program management experience is required.
- Experience with grant writing and development/fundraising is highly desired.
- General knowledge of public policy, congressional legislative, and federal regulatory processes.
- Specific policy expertise in at least two of the following issue areas: public health, health disparities, and the social determinants of health.
- Excellent writing skills and the ability to present information in a variety of formats and styles for difference audiences.
- Strong skills in planning, preparing and delivering remarks.
- Strong organizational and administrative skills; with keen attention to detail.
- Experience with event planning and evaluation are preferred, but not required.
- Previous publications experience such as fact sheets, policy briefs, articles, reports etc.

General Requirements for All GPS Staff:

- Exemplary analytical, writing, verbal and interpersonal communications skills.

- Ability to develop work plans, set deadlines, work well with minimal supervision, prioritize assignments, and organize multiple projects and duties simultaneously while meeting deadlines.
- Ability to work effectively as a member of a team, know when to act independently and when to consult for advice on decision-making.
- A willingness to carry out a wide range of activities, including both professional and logistical tasks.
- Strong computer skills with familiarity with Microsoft Office, email clients, Internet research, and social networking tools.
- Fluency with at least one policy area: health, education, or income security.
- Ability to quickly gain an understanding of additional policy areas as needed.
- Ability to represent GPS responsibly and communicate effectively in various settings on a broad range of issues.
- Flexibility with respect to schedule, working hours, travel, and work assignments, including ability to work overtime or on weekends when necessary; reliable job attendance essential.
- Strong commitment to diversity and equity.

Salary:

- Title will be based upon successful candidate's level of education and experience.
- Competitive salary, based on the individual's education and experience.
- Opportunities for advancement are available over time.

Benefits: Medical, dental and 401k retirement savings plan.

How to Apply:

Email a cover letter, resume, three writing samples, and three professional references to: info@globalpolicysolutions.com

The subject line should read "Director of Healthy People and Communities."

No phone calls please. This position will remain open until filled.