



## Healthy Living Program Director Job Description

**Job Summary:** The Healthy Living Program Director is a “fire starter” who brings an entrepreneurial spirit to foster systems, policy and environment changes that measurably improve health outcomes in schools, child care settings and communities. The Program Director is responsible for management of the foundation’s Healthy Schools program, serving as a technical advisor to help educators transform nutrition, physical activity and mental health practices to ultimately improve student health and academic performance.

This position provides a unique opportunity for a self-directed individual to play a critical role in building a new and innovative health foundation from the ground up.

### **Major Responsibilities:**

- Serves as a respected thought leader on healthy living and systems change. Inspires community partners around a shared vision of “what’s possible” and provides technical assistance to effectively “move the needle” on nutrition, physical activity and mental health outcomes
- Guides development and implementation of the foundation’s healthy living funding strategy
- Convenes partners and policymakers, facilitates progress and evaluation
- Identifies external funding opportunities to maximize impact. Convenes partners and facilitates development of successful funding proposals
- Cultivates relationships within the school health, healthy living and chronic disease prevention communities to ensure effective mobilization of regional, state and national resources
- Presents summaries, analysis and recommendations to community stakeholders

### *Responsibilities Specific to Educational Settings:*

- Recruits schools and childcare settings to participate in the foundation’s School Health program
- Guides schools through completion of the School Health Index assessment and development of a Whole School, Whole Community, Whole Child action plans
- Facilitates implementation of the WI School Mental Health Framework
- Delivers workshops, technical assistance and support to enrolled schools to ensure that measurable gains in health status are achieved

### **About Us:**

The Greater Watertown Community Health Foundation is a catalyst for positive, lasting and measurable health improvement across the region. Our vision is a thriving community where *everyone* enjoys good health and wellbeing.



*Our Mission?* To inspire collaboration, mobilize resources and encourage innovation that measurably contributes to the wellbeing of our community.

*Big challenges demand big solutions*

GWCHF is a connector – bringing together the people, organizations and resources needed to create lasting change. We believe that transforming community health requires more than just writing a check. It requires listening. Engaging. Empowering the “doers” of our community to apply their talents to create a healthier tomorrow.

GWCHF strategically focuses our resources to “move the needle” on community health indicators. We value collaboration, maximizing community assets and improving health over the long-term. We invest in *root cause solutions* to create sustainable change.

**Minimum Qualifications:**

- Proactive and resourceful in an entrepreneurial environment
- Strong facilitation skills and a track record of leading, inspiring and developing high performance teams
- Exceptional communication and relationship building skills
- Track record of converting vision into action and measurable results
- Demonstrated understanding of policy and systems change framework and knowledge of approaches to promote health, address root cause and eliminate inequities in health outcomes
- Demonstrated maturity and seasoned judgement. Ability to make decisions, justify recommendations and be responsible and clear with stakeholders
- At least seven years of professional experience in community development, health, education, nonprofit administration, philanthropy or related field
- Minimum of bachelor’s degree required; Masters degree preferred

**Travel**

Local travel to various worksites is required. Driver’s license required.

**To apply:** Please send resume and letter of inquiry to Tina Crave, CEO, at [tcrave@WatertownHealthFoundation.com](mailto:tcrave@WatertownHealthFoundation.com).