

Healthy Childhood Development Program Officer Job Description

Job Summary: The Healthy Childhood Development Program Officer is a “fire starter” who brings an entrepreneurial spirit to lead collaborative efforts to ensure every child in our community has the opportunity to realize his or her full potential in health, school, work and life. The Officer provides vision, oversight and leadership to align local work with regional, state and national resources to effectively “move the needle” on childhood outcomes. The Officer guides development of a shared vision at the community system level, fosters alignment of resources and policies, and supports advancement of strategies that measurably improve outcomes for youth and families.

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

Leading Change:

- Champions change and provides capacity building to accelerate the change management process
- Engages community stakeholders - including leaders in education, business, faith, nonprofit, philanthropic and civic sectors – in a highly collaborative manner. Crafts consensus out of complexity
- Builds identity as a respected, neutral convener. Inspires collective action without formal authority
- Serves as a thought leader in the area childhood development and family wellbeing. Provides technical assistance in implementing innovative and research-backed best practices
- Convenes partners. Coaches and facilitates to ensure that networks maintain momentum, achieve objectives and deliver results
- Guides development and implementation of the foundation’s healthy living funding strategy

Facilitating Continuous Improvement:

- Oversees implementation and management of a shared measurement system that tracks outcomes and indicators, using results to inform learning and continuous improvement
- Coordinates development of work plans and milestones, tracks progress and presents results to internal and community stakeholders

Inspiring Collaboration:

- Cultivates relationships within early childhood and family support communities to ensure effective mobilization of regional, state and national resources.
- Identifies external funding opportunities to maximize impact. Convenes partners and facilitates development of successful funding proposals
- Provides “backbone support” to collective community efforts to ensure tangible progress is made

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.

Focus: Program Officer will serve our [Every Child Thrives](#) initiative and [TalkReadPlay](#) campaign.

Qualifications:

- Proactive and resourceful in an entrepreneurial environment
- Strong facilitation skills and a track record of leading, inspiring and developing high performance teams
- Experience obtaining and managing state and federal grant funding
- 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 or philanthropy
- Minimum of bachelor’s degree required; Masters degree preferred

Travel

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

Work Environment: While performing the duties of this job, the employee regularly works in an office setting.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, crawl, taste and smell.

Other Duties – Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To Apply: Please forward resume and letter of inquiry to Tina Crave, CEO, at tcrave@WatertownHealthFoundation.com