

CHOICE

Job description

Title: Network Development Manager

Reports to: Community Partnerships Director

FLSA status: Exempt

FTE status: 1.0 FTE

Hours: 8 a.m. – 5 p.m., Monday through Friday

Location: Olympia, WA, with opportunity for a hybrid schedule

Salary: \$85,000-\$100,800



Who we are

[CHOICE](#) is a nonprofit organization dedicated to improving community health in central western Washington. To do this, we facilitate partnerships, collective planning, and collaboration with Tribal nations, local healthcare leaders, and community partners, and provide funding and support for regional health improvement programs and services.

At CHOICE, we value teamwork, integrity, accountability, preparedness, clear communication, innovation, and a healthy work environment. Our values guide our work and serve as the foundation for how we engage, partner, and support the communities across our region.

The opportunity

CHOICE occupies a unique position in central western Washington and has a unique opportunity to transform the region's system of well-being. The Network Development Manager will play an important role in delivering on that promise.

This new position will be part of a team dedicated to strengthening the Vital Conditions that enable people to thrive. To achieve meaningful change within the region's system of wellbeing, CHOICE will focus on building relationships with a diverse network of committed partners. The Network Development Manager will work with staff throughout the organization to define and interpret key features of the well-being landscape. Guided by that ongoing process of learning and synthesizing information, this position will construct and implement network-building strategies that align with the organization's key strategies and performance indicators. This position will also collaborate with members of the Community Care Hub team to develop strategies for growing the network of service providers and community health workers. This process will include working with the region's managed care organizations and other partners who provide support and resources (ie. housing, medical services, emergency services, etc.) to identify shared interests and develop integration practices that support the Community Care Hub.

Major duties

Community engagement and representation

- Represent CHOICE at local, regional, and state meetings, and support CHOICE events and initiatives as needed.
- Manage and facilitate advisory boards (e.g., Community Care Hub Advisory Board) and key engagement initiatives.
- Lead communication with prospective and current advisory board members.
- Develop and oversee implementation plans, including timelines, resources, handbooks, and key milestones.
- Ensure alignment with organizational performance indicators and funding requirements.

Partner relationship building and strategic collaboration

- Plan and implement strategies to engage and learn from current and prospective partners, closely aligning with the Medicaid Transformation Project.
- Build and cultivate relationships with Managed Care Organizations, behavioral health, crisis response, housing, emergency services, and other partners.

- Foster understanding of partner priorities and integrate their work into CHOICE’s community-based care coordination program.
- Lead project meetings, facilitating cross-sector discussions and synthesizing insights.
- Develop and maintain responsive feedback mechanisms to enhance service effectiveness and increase thriving in the community.

Contract and program management

- Draft, administer, and manage contracts and agreements supporting CHOICE’s strategic goals.
- Facilitate the integration of new partner agencies and manage program budgets to meet deliverable standards.
- Identify, analyze, and mitigate program risks while ensuring compliance with regulations and standards.
- Develop sustainability plans for contract-funded projects, including grant writing as needed.
- Monitor program activities and performance, conducting audits and providing performance reports for the Board, funders, and partners.

Network strategy development and evaluation

- Contribute to ongoing discussions to deepen understanding of the well-being landscape and develop regional network strategies.
- Promote cross-boundary collaboration, emphasizing the value of a strong regional network and the Medicaid Transformation Program’s impact.
- Capture and organize information on partner organizations, fostering data-driven insights to strengthen network relationships and trust-building.

Data and continuous quality improvement

- Support evaluations to identify effective network development strategies and strengthen partnerships.
- Participate in community well-being assessments to identify strengths and infrastructure opportunities to address health-related social needs.
- Contribute to CHOICE’s continuous quality improvement efforts, recommending improvements and developing corrective actions when necessary.

Preferred qualifications

- **Education:** Bachelor’s degree or higher
- **Preferred work experience**
 - Two or more years in a management position
 - Experience in developing working relationships that cross boundaries
 - Experience in systems design, change management, and/or process improvement
- Bilingual or multilingual skills

If you have gotten this far and are thinking you do not qualify, consider again. At CHOICE, we’re dedicated to building a diverse and authentic workplace centered in belonging. If you are excited about this opportunity but your experience does not align perfectly with every qualification in the job description, we encourage you to apply anyway. You may just be the needed candidate for this or other roles.

Competencies

- **Partnership building:** Strong familiarity with the principles of community engagement and trust building.
- **Systems and strategy orientation:** Ability to analyze the functioning of systems and to think strategically, rather than in purely tactical terms.
- **Computer skills:** Proficient in core productivity software, including Microsoft Office, with a proven ability to learn new applications.
- **Customer focus and business orientation:** Embrace the organization’s mission, understand the big picture, navigate well in ambiguity, and flexibly adapt to shifting needs.

- **Dependability:** Demonstrate responsive and responsible behavior in a fast-paced setting.
- **Ethics and integrity:** Earn the trust, respect, and confidence of co-workers and partners through consistent honesty, forthrightness, and professionalism in all interactions; respect and maintain confidentiality.
- **Equity-focused:** Comfortable actively listening, learning, and engaging conversation about power, oppression, justice, and thriving. Works hard to integrate the organization's understanding of equity into sense-making processes and implementation of key strategies and initiatives.
- **Leadership:** Serves as a role model for supervising staff; leads with cultural competency, humility, respect, and emotional intelligence; promotes a work environment and team culture that fosters engagement, trust, and inspiration.
- **Oral and written communication:** Ability to write and convey messages clearly. Communication approaches are culturally and linguistically appropriate for targeted and diverse audiences. Models and creates a culture that values listening, curiosity, and candid conversation.
- **Program management:** Highly competent in program design, development, implementation, management, and evaluation.
- **Project management:** Effectively manage and prioritize multiple projects and tasks, and execute deliverables on time, within scope and budget.
- **Relationship-driven:** Develops, maintains, and strengthens internal and external relationships across staff, stakeholders, and community partners, including with those who have been historically excluded and underserved.
- **Strong social-emotional skills:** Ability to navigate complex interpersonal dynamics, operate with tact, communicate effectively, and maintain strong working relationships.
- **System thinking:** Ability to see 'the big picture,' identify patterns and potential impacts within and across systems, and anticipate potential unintended outcomes to ensure strategic decision-making. Seek and address root causes.
- **Teamwork:** Work effectively, proactively, and collaboratively with program staff, stakeholders, and other state and regional partners.
- **Time management:** Plan and manage time effectively. Identify and handle competing workload priorities. Make effective decisions and take appropriate action within short timeframes and deadlines.

Benefits

Salary range

\$85,000-\$100,800

Benefits

Paid time off (PTO) with excellent medical, dental, and vision benefits, including employer-funded HSA, and retirement plan with employer match.

Equal opportunity

CHOICE provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

CHOICE expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is not tolerated.

How to apply

Please email your resume and cover letter to hr@crhn.org with the subject line “Application for Network Development Manager”