

# CHOICE

## Job description

**Title:** Community Partnerships Director

**Reports to:** Chief Transformation Officer

**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:** \$120,000 – \$140,000



## 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.

CHOICE serves the people of central western Washington, and has the opportunity to transform the region's system of well-being. The Community Partnerships Director will play a pivotal role in delivering on that promise.

## The opportunity

Are you passionate about driving systemic change and fostering partnerships that strengthen communities? We're seeking an experienced strategic leader to support a small-but-mighty team whose goal is to build a robust partnership network, engage communities, and promote resilience regionally. As the Community Partnerships Director, your leadership will guide and support your team's capacity to collaborate, innovate, and accelerate initiatives that improve community well-being.

Our organization aims to transform existing systems of care so that everyone has the opportunity to live a healthy, thriving life. Success in the position will require enthusiasm for developing new relationships, structures, and processes, and will involve making sense of complex concepts using strong skills in discernment and adaptation. If you believe rapidly evolving environments provide inspiring potential, thrive in ambiguity, and are excited by transforming conceptual ideas into action, this position offers the perfect opportunity to drive meaningful change.

## Major duties

### Team focus

The Community Partnerships Director will supervise a team of dedicated professionals who oversee a range of robust and evolving initiatives, including:

- Facilitating the development of a strong regional network by nurturing connections and partnerships among community members and organizations.
- Developing strong working relationships with Sovereign Nations in the region. Planning and implementing strategic initiatives that improve equity.
- Collecting, analyzing, and communicating data about community well-being.
- Designing and implementing communication plans, with a focus on effective case-making.

## Team management

Support team members to succeed in their work, and help nurture a rewarding organizational culture. Examples of key responsibilities include:

- Collaborate with the Chief Transformation Officer to define or refine roles, expectations, and processes for team members, ensuring alignment with Key Performance Indicators and organizational mission, vision, and values.
- Guide team members in creating charters for their strategic initiatives and provide support as an initiative sponsor to ensure success and adherence to goals.
- Provide timely, constructive feedback, and support team members in their professional growth through regular one-on-one meetings, annual evaluations, etc. Seek feedback from team members.
- Nurture a culture of humble curiosity, enthusiasm for the learning process, and celebrate successes and opportunities for personal, professional, and team improvement.
- Support regular sensemaking with team members, ensuring and maintaining a strong sense of shared purpose.
- Assess and enhance team and organizational structures, collaborating with the Chief of Transformation as needed to revise positions, reporting relationships, and workflows.
- Support team in adopting new or improved organizational workflows, systems, or procedures. Manage effective feedback loops to identify and address areas of concern in practices and workflows; contribute to or lead planning and implementing changes when necessary.
- Contribute to developing and evaluating communication and case-making strategies, ensuring efforts can adapt as goals evolve.

## Organizational leadership

Support organization-wide goals, standards, and culture, including:

- Lead efforts that contribute to building and sustaining mutually beneficial partnerships with a diverse set of organizations.
- Contribute to formulating organizational strategies, devising plans for implementation, and responding to and effectively communicating results.
- Help ensure that all staff have a thorough understanding of big-picture goals and a deep investment in CHOICE's mission.
- Provide input on opportunities to improve compensation structures, workplace policies, and practices that enhance work-life balance.
- Participate in leadership meetings and contribute to developing management reports.
- Provide valuable programmatic input into budget development and financial monitoring.
- As needed, help plan and facilitate events and represent the organization in meetings with regional stakeholders.
- As needed, participate in meetings with the CHOICE Governing Board and its committees.
- Contribute to evaluating the effectiveness of operational practices and help resolve problems.
- Nurture an authorizing environment that supports and ensures team members across the organization collaborate, contribute to sense-making, and engage in continuous quality improvement.
- Help to develop and iteratively improve HR policies, hiring practices, and work culture. Help to steadily strengthen the organization's practices for supporting employee success.

- Contribute to improving our technical infrastructure and maintaining organization-wide adherence to best practices.
- Contribute to developing a concise and compelling articulation of CHOICE's value in the region.

## Qualifications

### Education

- Bachelor's degree or higher

### Work experience

- Five or more years' experience in management, including supervising a team or teams of employees
- Experience in systems design, change management, or process improvement

### 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 Suite, with a proven ability to learn new applications.
- **Mission focus:** 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 core values into sense-making processes and implementation of key strategies and initiatives.
- **Oral and written communication:** Ability to write and convey messages clearly. Capacity to communicate in ways that are culturally and linguistically appropriate for targeted and diverse audiences.
- **Learning and adaptation:** Models and creates a culture that values listening, curiosity, and candid conversation.
- **Relationship-driven:** Develops, maintains, and strengthens internal and external relationships between 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.
- **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

\$120,000 - \$140,000

### 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 with the subject line “Application for Community Partnerships Director ”