



EXECUTIVE DIRECTOR – JOB DESCRIPTION

Healthy Communities Delaware, an innovative new place-based approach to address social determinants of health, is seeking a high-level, seasoned, energetic leader to serve as the inaugural Executive Director. Executive Director is responsible for overseeing day-to-day administration, programs and strategic plan of Healthy Communities Delaware. The position reports directly to the management group. Other duties include community outreach, stakeholder engagement, public speaking and communications.

This is an exempt salaried position hired through the Delaware Community Foundation on loan to the University of Delaware's Director of the Partnership for Healthy Communities.

GENERAL RESPONSIBILITIES

Executive Director will work closely with the Management Group -- University of Delaware, Division of Public Health and the Delaware Community Foundation to:

- Create and implement a high-level strategic plan/workplan to include engagement with leadership council, community stakeholders and community investment council
- Create and implement a communications plan
- Create approach to ensure communities are at the table and driving change
- Develop funding mechanisms with fiscal agent
- Develop materials, such as agenda, minutes, other materials, for key meetings with existing committees, councils and stakeholders
- Provide logistical support to ensure deliverables are met
- Establish and maintain relationships with various organizations throughout the state and use those relationships to strategically advance the goals of Healthy Communities Delaware
- Maintain database of all stakeholders

QUALIFICATIONS

- Bachelor's degree, Master's degree preferred in Public Health, Public Administration
- Transparent and high integrity leadership
- High energy with ability to multi-task and report to management group
- Strong organizational abilities, including project management, planning, delegating, program development, and task facilitation
- 10+ years senior management experience
- Solid decision-making and reporting
- Skills to manage leadership council, community investment council and community

- Strong written and oral communications skills
- Strong public speaking ability
- Good sense of humor

For additional information, please e-mail Lisa.Henry@delaware.gov.

Salary commensurate with experience and other qualifications. Benefit package includes excellent health insurance plan, retirement, dental, and time off.

Email cover letter, resume and salary expectations to search@delcf.org. Deadline to apply is October 10, 2019.