



### About the Pajaro Valley Community Health Trust

Founded in 1998, the Pajaro Valley Community Health Trust (Health Trust) is a 501(c) 3 nonprofit healthcare foundation in Watsonville, California. The Health Trust supports local healthcare needs through grantmaking, health education and allied direct services and by fostering collaboration and convening entities working to improve health outcomes. The Health Trust focuses its efforts on the greater Pajaro Valley, including the cities of Watsonville, Freedom, Pajaro and Aromas and adjacent areas.

### About the Executive Director Position

The Executive Director reports to the Board of Directors and oversees a team of 15-20 staff consisting of professionals, clinicians and consultants. His or her performance is evaluated at least annually by the Executive Committee of the Board, with input from Staff. Key responsibilities include:

#### **Administrative and Program Oversight**

- Serving as a non-voting, *ex officio* member of the Board of Directors
- Directing all program and financial operations to implement the vision, mission, strategies and goals established by the Board in accordance with the Health Trust's Articles of Incorporation and Bylaws
- Recruiting, hiring, supervising, and evaluating Health Trust staff and consultants
- Overseeing the Human Resources, Accounting, Development, Communications and Program managers and functions, including regularly reporting progress toward departmental goals to the Board of Directors
- Overseeing Program Staff to guide and support the grants review process, and assisting the Grants Review Committee to ensure a fair and thorough grant determination process
- Overseeing the Diabetes Health Center Program Coordinator in managing the Diabetes Health Center
- Overseeing Program Staff to guide and support strong functioning of Health Collaboratives for which the organization is the lead convener
- With the Board of Directors and Development staff, establishing annual funding targets by revenue source and proactively pursuing strategies to meet the targets
- In conjunction with Communications staff, identifying key messages about the organization to share through print, online and social media channels; developing a Communications calendar that appropriately times the release and reinforcement of key messages; and securing strategic partners to assist in marketing the messages as Sponsors and champions

#### **Planning**

- Working with the Staff and Board, local residents, peer nonprofit and public sector partners, and other stakeholders, developing a strategic plan, updated periodically to reflect changing opportunities and needs vis-à-vis health and well-being for residents of the Pajaro Valley
- With Staff, preparing annual operating, fund development, communications and program goals and operational plans and reporting progress on these at least semi-annually to the Board
- Assisting the Grants Review Committee and staff to evaluate the impact of grants and reporting these to the Board at least annually



- With Program Staff and program consultants, evaluating the efficacy and results of collaborative efforts and reporting these to the Board at least annually
- Developing and coordinating ongoing Board education and development, including Board recruitment and orientation, periodic Board self-assessments of functioning, and regularly-scheduled planning retreats

#### **Fundraising and Development**

- Leading the Development Committee, the Board and Staff in planning, implementing and maintaining a comprehensive fundraising and development program to build special event, private donor, and grant support
- Managing the contributions process on behalf of the Health Trust, consistent with gift acceptance policies
- Overseeing the identification and pursuit of grant opportunities on behalf of the Health Trust and its programs
- Overseeing the planning and implementation of all special events, ensuring they are produced in a manner consistent with the Health Trust's Values and Mission

#### **Communications and Public Relations**

- Serving as the Health Trust's primary spokesperson to the media and in the community; directing public relations activities using appropriate publication and media outlets
- Maintaining contact with local media to support the Health Trust's activities
- Increasing the Health Trust's visibility in the community through blogging, newspaper pieces, public speaking and attendance at community events

#### **Collaboration and Partnerships**

- Representing the Health Trust to other professional, governmental, health care and nonprofit agencies in the community to identify areas of common goals and mutual support
- Identifying and developing new partnerships that advance the Health Trust's goals in the community

#### **WORK CONDITIONS**

Working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

#### **ENVIRONMENT:**

- Approximately 80% of the time performing job duties is spent indoors, within a standard office environment
- Approximately 10%-50% of the time is spent on the computer
- Approximately 30%-90% of the time is spent interacting with patients and colleagues
- Noise level in the work environment is usually moderate
- The temperature of the work environment is moderate, and ranges from 65 – 80 degrees



### PHYSICAL DEMANDS:

- **Seldom (1–5%):** reach above shoulders
- **Occasionally (6-33%):** bend, twist, push, pull, climb, squat, crawl, kneel, and drive
- **Frequently (34-66%):** sit, reach with hands and arms; climb or balance; stand and walk; grasp; drive; and lift up to 20 lbs
- **Continuously (67-100%):** use hands to finger, handle or feel objects, tools, or controls; see (including close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus), hear and speak; key (i.e., computer, calculator, telephone); and lift (up to 10 lbs).

### MACHINES, TOOL AND EQUIPMENT:

- **Seldom (1–5%):** fax
- **Occasionally (6-33%):** copier, and filing cabinet drawers & locks
- **Frequently to continuously (34-66%):** computer, telephone, writing instruments

### TRAVEL:

- This job requires some local and regional travel (15-40%)

### Ideal Experience

The ideal candidate will have:

- A minimum of 5-years' experience in nonprofit leadership and administration, including a thorough understanding of the regulatory requirements under which nonprofits operate; foundation experience is strongly preferred
- A relevant graduate degree or minimum of 5 years relevant and equivalent work experience in the public/non-profit field
- Working knowledge of the public health sector
- At least two years of executive management experience
- Experience managing staff and volunteers
- Previous Executive Director experience preferred
- Strong leadership skills and ability to inspire others regarding the Health Trust's Mission
- A track record of success cultivating and securing gifts and grants from individual donors, foundations, corporations, and government funders
- Strong written and oral communication skills, including public speaking
- Understanding of nonprofit finance and ability to oversee fiscal functions of the Health Trust
- Experience working in partnership with coalitions, policy makers, and community partners to accomplish shared goals
- Demonstrated commitment to principles of cultural humility and ability to work effectively in a multi-cultural community; Spanish language skills a plus
- A working knowledge of community health needs and players, especially those of the Pajaro Valley
- Knowledge of the Pajaro Valley or experience working in a similar community and populations
- A willingness to work flexible hours
- Integrity and a commitment to professional ethics, values and fairness



- An ability to work both independently and collaboratively with a staff team, Board, and community partners

### Compensation and Benefits

The salary for this full-time position is commensurate with qualifications and experience. Benefits include health, vision, dental and a retirement plan. A willingness to work some evenings and weekends is required.

The job duties, responsibilities, skills, functions, experience, education and the requirements listed in this job description are representative, not exhaustive, of the tasks that an employee may be required to perform. The HealthTrust reserves the right to revise this job description. California's Labor Code contains a presumption that employees are employed at will. Accordingly, either the employer or the employee may terminate employment at any time, with or without cause or prior notice. The Health Trust is an Equal Opportunity Employer and does not discriminate on the basis of gender, race, religion, sexual orientation, age, ability status, or any other characteristic. (last revision 9/12/18)