



Job Posting
Foundation for Health Leadership & Innovation
Position: Chief of Staff

Founded in 1982, the **Foundation for Health Leadership & Innovation (FHLI)** is a 501(c)3 nonprofit organization from which programs and partnerships grow to achieve our mission of improving the health of the whole person and whole community. FHLI is a trusted convener and facilitator, creating an open environment for developing collaborative relationships and advancing new ideas and strategies. Through our programs and partnerships, we build leadership, shape practice, affect policy, and drive innovation.

About the Position:

The Chief of Staff position is a full time 40 hours per week under the supervision of the President/CEO. This position does not currently have any direct reports or supervisory responsibility. This is currently virtual with occasional in-office work at our office located in Cary, NC.

Reporting to the President/CEO, the Chief of Staff, will assist the President/CEO in providing leadership and oversight for the Foundation's day-to-day functions and staff. This Chief of Staff will be part advisor, part gatekeeper, part problem solver, and part all-round strategic partner to develop strategy to meet organization goals and advance our mission. The role will have both internal- and external-facing responsibilities, ranging from human capital development to project management.

Job Purpose:

FHLI's Chief of Staff will lead the organization's efforts to elevate and advocate for the people and needs of our state's communities. This individual will broaden and grow FHLI's work to support rural communities and historically marginalized populations, building on FHLI's legacy of elevating community voice (CV).

The ideal candidate will handle complex situations and multiple responsibilities simultaneously, mixing long term projects with the urgency of immediate demands. This individual must also have the demonstrated ability to deal with highly confidential information and act as a liaison between the President/CEO and other constituencies, both internal and external. This individual must exhibit the skills to collaborate with and achieve actionable results through others, the ability to build strong and sustainable relationships and the capability to interact within all levels of the foundation.

Job Duties and Responsibilities:

- Responsibilities include ongoing exploration of strategies to expand the CV funding and services, connecting FHLI leadership into the work and keeping President abreast of activity.
- Co-leads and supports fund development in alignment with strategic plan and mission of FHLI through all programmatic functional areas including Community Voice (CV), Center of Excellence (COE), NCCare360, and any other programs.

- Liaisons with the Board of Directors at FHLI to build cohesive and consistent planning among the Board, CEO, and staff for goal achievements.
- Supports the Community Voice (CV) work at FHLI. This includes oversight of CDC Health Equity funding through the Office of Rural Health. In addition, responsibilities include ongoing development of the community voice model to replicate across all lines of business within the FHLI.
- Directly coordinates public relations for FHLI through management of external engagements of President/CEO and staff including individual or group speaking opportunities, presentations, or participation as representatives of FHLI for community events or conferences.
- Builds sustainable partner relationships through networking and establishment of county contacts and potential community partners and leads. Assists with coordination of future projects involving community and represent FHLI at other organizational meetings.
- Oversees the work of the NC Rural Health Association (NCRHA) and supports the Director of Community Voice in the recruitment of community members to join the organization. Assures the goals and objectives of the NCRHA are being met which includes providing information and training on topics of interest to members, staying abreast of legislative issues affecting rural communities and involving the membership and developing strategies to move the organizations forward to a robust viable organization equipped to raise the attention and voice of health issues facing NC rural communities. This work includes attending meetings with the National Rural Health Association and providing input on the work in NC. As with other work at FHLI, networking with potential members and partners is a priority in this position.
- Leads advocacy work within the NC Rural Health Association and FHLI. Serves as the Chair for the Policy and Legislative committee of NCRHA and acts as the point person for the NRHA advocacy efforts. This work includes working with partners and their government affairs staff, meeting legislators and agency leads (when appropriate) to discuss rural health issues and learn areas that have potential opportunities for change. As advocacy lead, work with FHLI staff and programs on advocacy efforts specific to their work to whatever degree needed and to make sure we are all communicating the same messages that lean into our strategic plan.
- Serves as a team member of the HRSA Rural Health Network Development Grant which focuses on building an integrated network of behavioral health providers in Bertie County.
- Provides input and support to the Bernstein Fellows' work during the year.

Qualifications:

- BA/BS in related field. Master's preferred.
- Knowledge of financial management and strategic planning.
- Knowledge of human resource policies.
- Strong interest in the mission of the FHLI.
- Knowledge of state and federal grants and contracts a plus.



- Ability to effectively communicate/partner with a wide variety of skill sets and personalities.
- Excellent written and verbal communication skills
- Proficient in FHLI's systems including Sharepoint and other Microsoft Office 365 products.
- Demonstrate commitment to the values of diversity, inclusiveness, and empowerment.

Compensation:

This is a full-time, salaried position. This position will receive generous company benefits to include 100% paid health, dental, long-term disability, and life insurance coverage for the employee, as well as company-paid retirement contributions.

Salary is commensurate with experience.

We actively encourage diverse candidates to apply. FHLI provides equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, age, gender identity or expression, sexual orientation, disability, national origin, genetic information, or veteran status.

To Apply:

Interested applicants should send a cover letter, resume, and three professional references to be considered. Please send all requested documents to recruitment@foundationhli.org using the subject line "Application Chief of Staff".

FHLI will only review submissions that include all requested materials. Please be assured that FHLI will not contact references without applicant's explicit permission. Submissions will be accepted until the position is filled. No phone calls please.