



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: Senior Director Health

OPEN: Immediately

LOCATION: Washington, DC, open to other locations **CLOSE:** Until filled

CONTACT: Rita Carreón,
Deputy Vice President of Health

SALARY: Commensurate with experience

BACKGROUND

UnidosUS, previously known as NCLR (National Council of La Raza), is the nation's largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers that affect Latinos at the national and local levels. For more than 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our community stronger. For more information on UnidosUS, visit www.unidosus.org or follow us on Facebook, Instagram, and Twitter.

SUMMARY

The Senior Director of Health is a professional position that requires leadership, confidence and vision, thoughtful strategic planning, fiscal responsibility, interpersonal communication, supervision, technical skills, as well as expertise in operations management. The Senior Director will work closely with the Deputy Vice President of Health and play a leadership role as a critical team member to support equitable and inclusive approaches that advance continuity, effective management of processes, and procedures that help improve performance and impact. The Senior Director will support programs and public health campaigns that align with component's and organization's priorities and values.

The Senior Director will help the Health team to expand the footprint, impact, and reach of UnidosUS Health activities by engaging, educating, and advancing organization's mission with public and private partners, key stakeholders, and coalitions in health. They will also work closely across cross components to advance health and well-being of the Latino community and advance health equity and a just society, including addressing social determinants of health. This position reports directly to the Deputy Vice President of Health and is based in Washington, DC.

RESPONSIBILITIES

- Help shape, establish, and carry out overall departmental and/or organizational goals, policies, and procedures with a lens on advancing health equity and a just society.
- Direct and oversee the Health teams' financial and budgetary activities, monitoring, and quality grant and organizational reporting.
- Maximize efficiency and productivity through extensive process analysis and interdepartmental collaboration.
- Lead team's efforts and collaboratively with other teams within the organizations to support staff, programs, health policy, research, initiatives, and campaigns focused on health equity, justice, and public/community health priorities.
- Actively assist in fundraiser activities, including working across team and components in grant making, diverse audience engagement and influence, and cultivating existing and new partner relationships.
- Monitor key performance indicators and report on a regular basis progress related to grants and funders, including overseeing the submission of program reports.
- Oversee research, data collection, and evaluation of programs and initiatives.
- Support DVP of Health in partnership liaison activities, including managing and building strong relationships with Affiliates, evaluators, partners, funders, and key stakeholders (e.g. health policy and federal agencies).
- Manage day-to-day activities for the Health component, including managing and tracking staff performance and support to managers/supervisors to fill programmatic gaps, carry out deliverables, and troubleshoot where necessary.
- Support contract development, negotiation and management, service agreements, grant agreements (federal and non-federal), and other transactions. Ensure that contract language is compliant with UnidosUS policies and procedures.
- Analyze current operational processes and performance, recommending solutions for improvement when necessary.
- Respond to requests from the press via the Communications and Marketing department and participate in press interviews.
- Work with the Communications and Marketing team to oversee health communications messaging and marketing products and content creation.
- Represent department and organization at public events, conferences, and meetings, including coalitions and task forces.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree required; master's degree preferred in public health/health policy, health care administration, business administration, or related field.
- At least 10 years of experience in appropriate field required and experience in a leadership function in program management, health equity, and health systems.
- Minimum of four years' direct management experience.

- Superior knowledge of multiple operational functions including finance, public health and health care, health policy, health systems and safety net providers (community health centers), and nonprofit organizational management.
- Approach work and management with a strong equity lens, preferred.
- Proven ability to plan and manage operational process for maximum efficiency and productivity.
- Management and leadership training experience, including demonstrated success in mentoring, motivating and developing team talent.
- Experience in fundraising and fiscal management, including an entrepreneurial ability to identify and seize timely and mission appropriate opportunities.
- Ability to build trust and credibility with teams and key stakeholders.
- Excellent communication skills, both oral and written, especially when leading in crisis.
- Spanish language proficiency, both oral and written, preferred.
- Familiarity and experience in working with the U.S. Hispanic/Latinx community, Hispanic nonprofit organizations, community health workers, and the Hispanic market and consumer, a plus.
- Ability to work independently and collaboratively as a collegial member of various teams and committees.
- Acute attention to detail and organizational skills, including outstanding time management of multi-faceted projects within a fast-paced and high-stakes environment.
- Demonstrated organizational, communication and leadership skills based on previous professional success.
- Experience in the design and application of qualitative research and/or other participatory community-based research/evaluation methodologies.

Please note: Only those applicants who submit a cover letter and résumé will be considered for this opportunity. Please include “Senior Director, Health” in the subject line.

SEND COVER LETTER AND RÉSUMÉ TO:

UnidosUS
Raul Yzaguirre Building
Attn: Rita Carreón
1126 16th Street NW, Suite 600
Washington, DC 20036
hrmail@unidosus.org
No phone calls please!

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.

Note: Employment with UnidosUS will be contingent upon completion of a successful background check.