



## **Williamsburg Health Foundation: Director of Health and Wellness**

### **Overview:**

The [Williamsburg Health Foundation](#) (WHF), located in the beautiful mid-Atlantic region of Virginia, is a health-legacy foundation serving Greater Williamsburg which includes James City and York counties and the City of Williamsburg. Since 1996, WHF has invested in improved health outcomes and wellness in our local area. With an approximately \$143-million-dollar endowment, WHF annually awards \$5 million dollars in grants. WHF is committed to working alongside nonprofits, local governments, and others to help individuals make healthy choices in a community with health opportunities for all.

### **Job Scope:**

The Director of Health and Wellness is a professional staff person with a clinical and grantmaking background who serves as primary support for a 2-million-dollar grant portfolio. As part of the Program Team, the Director of Health and Wellness facilitates strategies to strengthen integration of advanced primary and behavioral care for vulnerable populations, including the chronically ill, older adults, and those living in poverty. This position works closely with community partners to identify and develop strategies to address the needs of the older adult population and integrate services to allow older adults to age successfully and safely in community. Additionally, the Director of Health and Wellness provides research into healthcare needs, trends in service delivery, and public policy as part of his/her organizational leadership.

### **The Opportunity:**

The Director of Health and Wellness reports directly to the President and CEO. The Director of Health and Wellness leads a longstanding collaborative of nonprofit clinics, health systems, pharmaceutical providers, and behavioral health service providers focusing on CQI and benchmarks for care. In addition, the WHF is beginning a new systems-change initiative to fully integrate advanced primary care, behavioral mental health services, and the social supports needed for patients to achieve optimal health outcomes. The Director of Health and Wellness will lead much of this work.

### **Specific Qualifications and Responsibilities:**

- A minimum of a bachelor's degree; Master's Degree preferred in a relevant subject area such as Nursing, Public or Community Health, Social Work
- Five or more years' relevant experience in philanthropy, nonprofit management, or related field. Preference is given to candidates with previous experience facilitating inter-agency collaboration and grantmaking.

- Strong and diverse experience in clinical services, community development and/or related fields and a good understanding of how nonprofit organizations operate.
- Strong interpersonal skills, including negotiating, resolving conflicts, and building systems and teams.
- Practical analytical ability to develop and analyze options, recommend solutions, and solve complex problems and issues.
- Extensive Understanding of Grantmaking Processes:
  - Review and analyze proposals, conduct interviews, and site visits
  - Prepare and present written and oral analyses of, and recommendations for grant requests
  - Work directly with grant seekers to provide clarification of Foundation priorities,
- Collaboration and Communications Skills:
  - Organize and facilitate projects and initiatives including focus groups, work groups, and collaboratives designed to address specific issues as requested by the President and CEO.
  - Conduct research on the demographics and health trends of the Greater Williamsburg community to identify needs, service gaps and/or areas of potential improvement
- Oral and Written Skills:
  - Strong analytical, interpersonal, and networking skills. Able to interact with grant-seekers and grantees, board members, and Foundation staff from diverse backgrounds.
  - Excellent communication skills, both written and oral, and attention to detail.
  - Solid computer literacy in Microsoft Office and database management.
  - Ability to function effectively as an integral part of a small program team,

### **Physical Requirements/Working Conditions**

- The successful applicant will be required to work in the Williamsburg office.
- The Director of Health and Wellness will perform job duties in a typical business office environment. Specific physical abilities required by this job involve operating basic business equipment.
- This position will be required to attend meetings potentially on and off-site, via phone or videoconference.

### **Salary and Benefits Commensurate with Experience**

#### **How to Apply:**

Submit your resume and letter of interest to the Williamsburg Health Foundation at [info@williamsburghealthfoundation.org](mailto:info@williamsburghealthfoundation.org)

The deadline for submission is **Friday January 28, 2022**

To learn more about Williamsburg Health Foundation, [please visit our website](#) and see [our most recent annual report](#).