

Milbank Memorial Fund Position Description

Position: Director of Population Health and Health Equity Leadership

Reports to: President

Job Summary:

Leads the Fund's programmatic work in State Health Policy Leadership, with the vision of developing a network of effective state health officials committed to leading improvements in population health and health equity in their states and communities.

Helps build and maintain the organization to help the Fund achieve its mission of improving population health and health equity by:

- Assuring all Fund programming is aligned with Fund's mission of improving population health and health equity and informed by credible evidence and lived experience
- Ensuring consistent and effective network management and program monitoring and evaluation activities.

Advances the Fund's work in selected population health issues.

As a member of senior leadership team, collaborates with CEO and COO to set organizational policies and priorities that improve the ability of Fund employees to support the Fund's mission and practice Fund values in their professional and programmatic activities.

Conducts all activities in a manner consistent with Fund's mission, vision, values, and strategic plan.

Specific Responsibilities

I. State Health Policy Leadership

Responsible for leading all aspects of the Fund's State Health Policy leadership work consistent with the Fund's mission, vision, and values, including:

1. Emerging Leaders Program (ELP) and Milbank Fellows Program (MFP): Plans and manages two formal leadership development programs for state health policy officials by:
 - Setting overall goals and direction, based on established logic models and Fund's commitment to improving population health and health equity.
 - Recruiting and selecting each year's class
 - Planning and executing the programs' curriculum in partnership with consultants
 - Planning and executing in-person meetings, virtual meetings and communications activities that support the development of leadership skills and the building of a network of state officials
 - Overseeing the ELP Mentor program designed to expand participant networks and provide professional guidance during the program year
 - Facilitating identification of projects on issues of mutual interest to participants
 - Overseeing ELP and MFP effectiveness and impact assessment and developing improvement plans
 - Increasing awareness among key constituencies of the importance of State Health Policy Leadership and the Fund's programmatic leadership

2. Milbank State Leadership Network (MSLN): Cultivates the MSLN, by:
 - Establishing goals and direction for the network
 - Planning and executing virtual briefings on population health topics of interest
 - Curating a monthly newsletter with resources and updates for state leaders
 - Developing and maintaining relationships with network members through individual communications
 - Fostering engagement among network members and with the Fund by providing targeted resources and facilitating state-to-state-technical assistance meetings
 - Participating in editorial review of Fund publications with a state leadership lens and helping to disseminate Fund publications to state leaders
 - Assessing the effectiveness and impact of MSLN activities and working with the President and team to develop improvement plans as needed
 - Increasing awareness among key constituencies of the importance of State Health Policy Leadership and the Fund's programmatic leadership

3. Advisory Commission
 - Organizes and facilitates the work of a subset of MSLN members, to improve the functioning of ELP, MFP, and MSLN and give guidance to Fund program work as needed.

Establishes the Fund's role and identity as a national thought leader in this area by authoring and commissioning publications.

II. Population Health and Health Equity Leadership

- Leads efforts with other Fund program officers to assure:
 - all Fund programming is consistent with the evidence and lived experience of public policy that improves population health and health equity;
 - consistent and effective management of the Fund's external networks by program officers and staff through modeling those practices, staff training, maintenance and implementation of a Fund network management manual, and effective administrative processes and performance monitoring; and
 - consistent and effective evaluation of Fund programs by staff and external evaluators needed for the Fund board to fulfill its fiduciary responsibilities.

III. Selected Population Health Issues

Based on own experience and needs identified by networks, develops projects and programs on specific population health and health equity issue by:

- Working with the President, other program staff and state constituents to identify areas for work that further the Fund's strategic plan
- Developing deeper subject matter expertise and relationships with subject matter experts.
- Establishing the Fund's role and identity as a national thought leader in these areas through authored and commissioned publications.
- Developing collaborative relationships with other private funders working on the issue
- Maintaining an external network of constituents working on the issue, including regular communications and group facilitation, goals identification and plans for achieving them, and performance measurement
- Developing communities of practice among state health policymakers
- Maintaining content for relevant pages on website
- Managing the execution of specific projects by:
 - Working with Fund colleagues to execute administrative arrangements, including contracts, award letters, budgets, etc.
 - Collaborating with partner organizations, managing vendors and consultants
 - Establishing a system to monitor progress of the project
 - Conducting evaluations based on input of constituents and collaborating with other program officers to improve quality of current and future projects

IV. Organizational Leadership

- Serves as member of senior leadership team with President and COO which
 - Stewards a positive and productive organizational culture.
 - Oversees implementation of the Fund's strategic plan.
 - Guides the annual planning and budgeting process.
 - Identifies priorities for organizational development and executes plans to meet them.
 - Ensures effective daily operations of the Fund.
 - Supports the Board and its committees in fulfillment of its fiduciary responsibilities.
- As part of the team, develops and executes initiatives to improve the ability of Fund employees to deepen and practice Fund values – particularly relating to diversity, equity and inclusion - in their professional and programmatic activities, including individual and team development activities.

V. Other Work

- Identifies, based on input from ELP, MFP, and MSLN, other opportunities for helping states improve population health through projects, convenings and publications.
- Maintains collegial and collaborative relationships with other organizations engaged in similar work.
- In collaboration with the Communications Director:
 - Identifies publication opportunities arising from funded activities
 - Assists in development of publications, including developing ideas and identifying writers
 - Conducts editorial review and identifies outside editorial reviewers as appropriate
 - Contributes own written work as appropriate
 - Identifies target audience and helps develop and implement dissemination plans and collateral activities
- Team Relations and Administrative Functions
 - Supervises Program Associate
 - With Chief Operating Officer, maintains overview of current programming; provides inputs to annual budgeting process
 - Works collaboratively with other Fund staff to execute and help improve the quality of the Fund's work
 - Looks for ways to improve impact of Fund
 - Offers constructive feedback
 - Pitches in
- Board Committees
 - Staffs the Program and Evaluation oversight responsibility of the Board; work includes collaborating with President on agendas and reports to ensure Board fulfills its oversight function, identifying Fund projects for evaluation, and developing periodic reports on Fund projects.
- External Relations
 - Cultivates relationships with stakeholders in the Fund's practitioner and research communities.
 - Represents the Fund at meetings convened by partner organizations and other significant entities.
 - Serves on committees and advisory groups convened by organizations with which the Fund has collaborative relationships.
 - Helps identify and develop successful partnerships with collaborators.

Experience and Skills

Education: Master's degree in Management, Public Administration, or health-related field, or J.D. preferred.

Work: At least seven years of leadership responsibility in public health or health care sector in a state government setting, with demonstrated commitment to and competence in improving population health and health equity. Experience working with and leading senior public sector officials, interacting with both legislative and executive branches.

Skills:

- Commitment to the Fund's mission, vision, and values
- Group organizing and facilitation
- Ability to manage multiple projects
- Ability to build strong, personal, working relationships with a variety of individuals and external constituencies
- Excellent oral and written communication abilities
- Intellectual curiosity
- Ability to work well in small team environment
- Flexibility
- Organization and attention to detail

Location: Preference for New York City–based but remote will be considered. Hybrid office environment. Periods of travel required.

Salary: \$200,000 per annum or more based on experience, plus generous benefits package

The Milbank Memorial Fund is an equal opportunity employer and solicits applicants from historically under-represented racial and ethnic backgrounds.

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