



Director of Capacity Building

Position Description

Human Impact Partners (HIP) is looking for a Director of Capacity Building to join our team. This is an exciting opportunity to lead a team of staff to vision, design, and implement systems change processes with governmental public health and allied public health organizations.

Status: Full-time, ideally starting May 2022

Starting Salary Range: \$102,000-\$112,000

Reports To: HIP Co-Directors, either Solange Gould or Lili Farhang

Location: A strong preference for candidates based in the Bay Area, California; However, may consider remote. Oakland-based staff are expected to return to the office sometime in 2022.

About Human Impact Partners (HIP)

[Human Impact Partners](https://www.humanimpact.org/) is a national public health organization that transforms the field of public health to center equity and builds collective power with social justice movements. We are a growing nonprofit with 17 staff, headquartered in Oakland, CA and with staff across the country.

We believe that sustainable, long-term change to improve social, economic, and political conditions comes about through organized social movements, and by explicitly challenging unjust power imbalances and systems of advantage and oppression. With racial inequities and power inequality at unprecedented levels, public health must be deeply engaged in larger social justice movements to achieve health for all. This requires building bridges between our worlds, so that public health's power — our voice, evidence, and resources — are more strategically aligned with and responsive to social movements that are leading the changes we need to advance health and racial equity.

To that end, HIP conducts advocacy, organizing, policy-driven research, and capacity building to target public health practitioners, health institutions, and the broader social and economic systems and policies that create health, with a particular focus on community safety, economic security, housing justice, and climate change. The throughline in all of this is our support of grassroots community power-building organizations to help build their power and bridge with public health.

About the Capacity Building Program

HIP's vision is of a public health system that advances a transformative health equity practice, leading its work with the understanding that structural racism, other forms of oppression, and power imbalances are the root of inequities in social determinants and resultant health inequities. We also

have a vision of governmental public health restructuring its internal, cross-government, and community operations around the principles of equity, justice, and power-sharing.

To achieve this vision, in practice, our Capacity Building program emphasizes the following principles:

- **Advancing racial justice:** Being explicit about the need for racial justice, with an intersectional analysis.
- **Using an inside/outside approach:** Building an internal capacity and a will to act, and also external relationships and power with communities.
- **Building authentic leadership:** Cultivating visionary, strategic, and authentic leadership that builds, shares, and moves power.
- **Head and heart integration:** Transforming the relationships, practices, policies, and systems that maintain these inequities.

The Capacity Building team is composed of 5+ members who design and deliver training, technical assistance, leadership development programming, and also develop tools and resources to operationalize our vision. Through grant-funding and fee-for-service contracts, we work closely with public health organizations to identify, develop, and facilitate capacity building and peer learning opportunities, and we also sponsor leadership development programs for emerging leaders within public health. [Learn more about the Capacity Building program here.](#)

About the Position

HIP is looking for an experienced organizational change leader to steward our Capacity Building team and work with our capacity building partners — including national, state, regional, and local health departments, nonprofits, and others — to advance health and racial equity.

We are looking for a highly-skilled, highly-organized practitioner, who has a grasp of governmental public health and a willingness to vision and experiment with them to advance racial and health equity through training, facilitation, technical assistance, and leadership development. We seek someone who can play a supportive role, and also bring accountability and high-level strategy to our partners' thinking. If you're excited about ways to move governmental public health and the broader public health field to challenge unjust power imbalances and systems of advantage and oppression, and to build authentic relationships with people and organizations seeking to transform oppressive systems, this position might be right for you.

Director of Capacity Building Responsibilities:

- **Programmatic design and implementation:** Lead, manage, and implement complex, multi-year Capacity Building projects/programs, with input from the Co-Directors and other staff. This includes:
 - Project management: Managing partner relationships, project budgets, timelines, and organizational resources

- Partnership development: Conducting intakes with potential new partners, assessing their readiness, developing scopes of work to deliver agreed-upon training and technical assistance, and assigning internal resources and staff to partnerships
- Organizational change strategy development: Designing and delivering organizational change strategies that embody HIP's theory of change and values and meet agreed-upon partner objectives, including trainings, technical assistance, and resource development for capacity building clients.
- Supporting peer-to-peer programming: For example, our [Health Equity Awakened Leadership Institute](#) and emerging learning collaboratives comprised of local and state health departments
- Reporting and Evaluation: Developing and tracking success metrics for projects, and overseeing reporting, evaluation and assessment of programs
- Programmatic goals: Developing benchmarks for success and overseeing the implementation of goals and projects with an eye towards quality and innovation, ensuring alignment with organizational goals, and strategic plan
- **Team and staff coaching and support:** Provide leadership, feedback, and supervision to our growing team of Capacity Building facilitators, trainers, product designers, and consultants, and maintain strong relationships with other bodies of work at HIP. This includes:
 - Assessing and designing internal communication, coordination, and collaboration approaches, with the goal of maximizing the impact and effectiveness of our work
 - Continuing to develop a cohesive and integrated Capacity Building team identity
 - Supporting the team to develop and implement program goals and work plans
 - Supervising staff in a manner that aligns with HIP's values of racial justice and centering the heart and identifying opportunities for professional growth and development
 - Supporting the development of resources and products for use by our partners
 - Identifying and managing consultants to implement evaluation, communication, and other activities
- **Leadership, fundraising, and strategy:** Engage in HIP organizational leadership, management, and strategy:
 - Work closely with Co-Directors and senior staff as a strategic partner, and to identify and steward opportunities for synthesis across our strategies and teams in alignment with HIP's organizational goals
 - Fundraise with Co-Directors and staff to advance sustainability of the team, and develop and maintain relationships with foundation funders and organizations who hire us for contract work
 - Supervise and mentor a growing staff, including at least 3 direct reports at this time

- Contribute to thought leadership and narrative strategy at HIP, via conferences, blog posts, and other communications
- Participate in organizational development work to deepen our own equity and power-sharing practices
- Travel (out-of-state/overnight) approximately 1x per month once it is safe to do so again.

About You

Values:

- A deep commitment to [HIP's mission, vision, and values](#)
- Commitment to a social movements approach to achieve health equity and racial justice
- Commitment to ongoing learning individually and in a collective
- A desire to transform government to be about governance with people and communities most harmed by inequitable systems

Skills and expertise: *(This section describes the skills and expertise that are most important to this position. We realize not everyone will be equally strong in all of these areas. We also know you can bring strengths and talents beyond what we've listed! If you have a vision and excitement for this role and our organization, we welcome your application.)*

- A strong structural racial, gender, and economic analysis aligned with HIP's vision and values
- At least 10 years experience working in mission-driven organizations that prioritize social justice, racial equity, and/or community power-building.
 - At least 5 years managing complex projects, teams, and competing priorities
 - At least 5 years leading the design and delivery of organizational development and learning experiences to advance and operationalize health and/or racial equity
- Understanding of and familiarity with public health frameworks, strategies, programs, and systems change tactics
- Experience working with or in local, state, and/or federal government to shift systems, policies, and practices in ways that advance equity
- Knowledge and experience in inquiry-based learning, adult learning theory, leadership development, and/or popular education
- Exceptional organizational and project management skills and ability to prioritize and coordinate multiple projects and timelines with an attention to detail and quality outcomes; ability to balance short and long-term objectives and details with the big picture
- Experience supervising and supporting staff development across different professional backgrounds

- Experience facilitating workshops, and strong facilitation skills, ability to manage conflict, and demonstrated ability to build consensus, negotiate, and strategically disagree within a diverse and highly collaborative work environment
- Ability to exercise strategic thinking, independent judgment, and take initiative in an environment with shifting priorities and with an eye towards transforming organizational systems and practice
- Excellent writing, editing, and verbal skills, including the ability to clearly and empathetically communicate with a wide range of people and in group settings
- Fundraising and funder management experience
- Lived experience belonging to communities most impacted by structural inequity
- Comfort using a variety of software platforms (including Google Drive, Miro, and/or other facilitation/project management platforms) and the flexibility and ability to learn new systems that might be unfamiliar

How to apply: Please submit all of the below as a single PDF document to DirectorCapacityBuilding2022@humanimpact.org by **March 21, 2022 at 5pm Pacific Time**.

- A cover letter describing why you believe you are a good fit for this position and organization
- Your resume or CV
- 3 references (we will not call references without letting you know first)
- A public product/resource/piece of writing you've created that illustrates your perspective on health and racial equity. We understand that you may have worked with others to create the product, but we would like something that you took the lead on, were the primary author of, and/or backboneed to completion. Please briefly explain what your role was in creating it.
- Work sample: a strategy or planning document or an example of a program that you created and implemented.

Hiring Process:

Our hiring process involves: a first round interview that lasts ~1 hour; a second round interview that lasts ~2.5 hours, including time to learn about compensation and benefits with our Operations Director; and, checking professional references for our final candidate(s). By the end of the process, we're hoping candidates will have had a chance to meet with between 3-5 HIP staff. We will inform you of the staff you are interviewing with in advance. We expect to complete this by April 29, 2022 and we will notify all applicants of their status by that date.

Compensation and benefits:

- Starting salary range: \$102,000-\$112,000 annually.
- Time off (annually): 12 sick days; 3 weeks vacation for first 2 years, increasing over time to 5 weeks at 5 years; 9 annual holidays plus winter holiday closure from December 24-January 1; and 1 floating holiday.

- Health care: Full medical, dental, and vision coverage. HIP pays 100% of staff premiums and 50% of premiums for eligible dependents.
- Retirement: After 6 months on staff, HIP contributes the equivalent of 7.5% of salary to our 403b plan, regardless of employee contribution; staff may make additional contributions to either a regular or ROTH 403b plan.
- Permanently remote staff: Funds for home office workstation equipment and furniture, and reimbursement for ongoing home office expenses
- Additional benefits: Flexible spending accounts for health and dependent care expenses, ClipperDirect (for Bay Area staff), monthly cell phone reimbursement, annual professional development funds, and a flexible, wellness-oriented work culture and schedule

Equal Opportunity Employment:

Human Impact Partners is an Equal Opportunity Employer. We strongly encourage people directly impacted by the issues we work on (such as community safety, economic security, housing, immigration), people of color, people with disabilities, and LGBTQ+ folks to seek employment or board opportunities with us. We don't conduct criminal background checks on candidates.