



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 to advance health equity and racial justice in governmental public health and allied public health organizations.

Status: Full-time, ideally starting June 2024

Starting Salary Range: \$115,000-\$120,000

Reports To: Lili Farhang, HIP Co-Director

Location: Position may be remote anywhere in the US; Option to work from our Berkeley, CA headquarters available. Remote staff are expected to travel to the San Francisco Bay Area for in-person work at least 2 times annually, in addition to other work-related travel.

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 nonprofit with 25 staff, headquartered in Berkeley, 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's work is operationalized through its 'Houses' and distinct programs:

- **Capacity Building House:** Leading efforts to transform the institutional practices of public health organizations, focused on governmental public health, to advance racial and health equity through training, technical assistance, communities of practice, and other methods.
- **Policy & Organizing House:** Spearheading research, advocacy, and organizing to provide support for community power-building networks, organizations and campaigns, especially in areas of housing justice, community safety, economic justice, and climate justice.

- **Bridging Partnerships & Strategies Program:** Leading efforts to build deep relationships between health departments and community power-building organizations to help build community power, win policy and systems change, and transform institutions of governance.

To learn more, check out [HIP's Strategic Plan](#) and our [2023 Year-in-Review](#).

About the Capacity Building Program

We envision a future where all communities are thriving, healthy, and liberated from oppression; where communities have self-determination and power over their own destinies. Our public health system can help build this future — via transformed policies, practices, and culture that explicitly advance health equity, racial justice, and power-sharing with communities. We're committed to transforming governmental public health because we're committed to deepening democracy, and to making our public health system more democratic, transparent, and accountable to communities.

To that end our Capacity Building team provides training, technical assistance, coaching, and leadership development to build the capacity of public health organizations and governmental public health to pursue transformative health equity practice. Our work embodies the following principles:

- Integrating the head and the heart to make space for how our bodies and hearts feel when transforming organizational relationships, practice, and culture.
- Advancing equity and justice through concrete policy and structural change
- Leveraging, shifting, and sharing power with communities, and aligning with social movements
- Cultivating visionary, strategic, and authentic leadership to grow liberation culture

The Capacity Building team is composed of 5 people who design and deliver programming, and also develop tools and resources, to operationalize our vision. Through fee-for-service contracts and grant funding, we work closely with public health organizations (including national, state, regional, and local health departments, nonprofits, and others) 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, heart-centered, and collaborative organizational change leader to steward our Capacity Building team and implement capacity building efforts with our partners and clients.

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. This person should have a strong analysis of power, oppression, and structural and racial inequities, as well as experience in facilitating spaces that prioritize trust, belonging, and showing up with our full humanity. We seek someone who is deeply relational in their practice, can play an implementation role in

capacity building projects, and also bring accountability and high-level strategy to our partners' thinking.

The Director of Capacity Building is also a leader within HIP, contributing to fundraising, strategy, and staff management internally. We are looking for someone who has successfully raised funds through fee-for-service contracts and grants, collaboratively led teams who engage with complex projects, and effectively worked with organizational leadership to set and advance strategy.

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 (*Percentages are approximate and vary throughout year*):

- **Leadership, fundraising, and strategy (~40%):** Engage in HIP organizational leadership, management, and strategy:
 - Fundraise with Co-Directors to advance sustainability of the team, and develop and maintain relationships with funders and clients who hire us for contract work
 - Build out a more robust foundation/philanthropic strategy to support our capacity building efforts
 - Work closely with Co-Directors and other House Directors as a strategic partner, and to identify and steward opportunities for synthesis across our strategies and teams in alignment with HIP's organizational goals
 - 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
- **Programmatic design and implementation (~30%):** Lead, manage, and implement complex, multi-year Capacity Building projects/programs, with input from the Capacity Building team, Co-Directors and other staff. This includes:
 - Partnership/Client development: Conducting a cross-team collaborative process for intakes with potential new partners, including: assessing their readiness; developing scopes of work to deliver agreed-upon training and technical assistance; and assigning internal resources and staff to partnerships
 - Project management: Managing partner relationships, project budgets, contracts, invoices, timelines, and organizational resources
 - Organizational change strategy development and implementation: Designing and delivering organizational change strategies with staff and partners 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.

- Reporting and Evaluation: Developing and tracking success metrics for projects, and overseeing reporting, evaluation and assessment of projects and
- 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 (~30%):** Provide leadership, feedback, and supervision to our experienced and collaborative team of Capacity Building facilitators and trainers, 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
 - Supporting a strong, cohesive, and collaborative Capacity Building team identity
 - Supporting the team to develop and implement program goals and work plans
 - Supervise and mentor at least 4 direct reports 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
- **Travel (out-of-state/overnight)**
 - Remote staff are expected to travel to the San Francisco Bay Area for in-person work at least 2 times annually, in addition to other work-related travel.
 - Other work-related travel may include traveling to support trainings, conferences, etc. This travel frequency will vary and will include cross-country travel.

About You

Values:

- A deep commitment to [HIP's mission, vision, and values](#)
- Commitment to a social justice 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
- Deep commitment and experience centering relationships and fostering collaboration in design, implementation, and evaluation of programs and strategy
- 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
- Proven track record in 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 CBdirector2024@humanimpact.org by Friday, May 3, 2024 at 4pm Pacific Time / 7 pm Eastern Time.

- A cover letter describing why you believe you are a good fit for the role
- 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 backboned 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 ~1-1.5 hour; a second round interview that lasts ~2.5 hours, including time to learn about compensation and benefits with our Director of Operations; 1x1 time with a Co-Director, who supervises this position; and, checking professional references for our final candidate(s). By the end of the process, candidates will have met with between ~6 HIP staff and both Co-Directors. We will inform you of the people you are interviewing with in advance. We expect to complete this by June 2024 and we will notify all applicants of their status by that date.

Compensation and benefits:

- Starting salary range: \$115,000-\$120,000 annually.
- Time off (annually): 12 sick and safe days; 3 weeks vacation for first 2 years, increasing over time to 5 weeks at 5 years; 9 annual holidays plus summer holiday closure during the week containing July 4th and winter holiday closure from December 24-January 1; and 1 floating holiday.
- Time off (other): Sabbatical after 6 years of services at HIP; Sick and safe leave donation/request program; and additional leave programs.
- Health care: Full medical, dental, and vision coverage. HIP pays 100% of staff premiums and 60% of premiums for eligible dependents.
- Retirement: After 6 months on staff, HIP contributes the equivalent of 7.5% of salary to our 403(b) plan, regardless of employee contribution; staff may make additional contributions to either a regular or ROTH 403(b) 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, pre-tax commuter benefit, 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.