



## **Program & Outreach Manager ("Hub Manager") "Healthy Richmond" Comprehensive Community Building Initiative**

Bay Area Local Initiatives Support Corporation (Bay Area LISC) is seeking a capable, experienced, and energetic individual to fill the role of program and outreach manager for a long-term community development initiative designed to achieve health outcomes. The initiative is part of a 10-year California Endowment (TCE) -funded statewide effort known as "Building Healthy Communities."

Healthy Richmond is the name of the local project. A "Hub" is currently being formed. It is intended to serve as a place where interested people can learn about what is happening with the project, get involved, develop new skills, expand relationships, and celebrate accomplishments. The Hub Manager is a new position that will work with multiple stakeholders to advance the vision and implement the strategic plan of Healthy Richmond. The position will report to the Bay Area LISC Deputy Director and supervise one half-time staff member and various contractors; and is housed in the offices of the Community Housing Development Corporation (CHDC). The manager will work closely with the Healthy Richmond Hub Steering Committee, which is the project's primary advisory body. This position requires significant time spent in the community, including evening meetings and occasional weekend events or activities. Some travel outside the Richmond area will also be required. The manager will have a high level of responsibility for connecting people from diverse constituencies while fostering shared planning and implementation, collective inquiry and knowledge, and joint learning and skill-building.

LISC offers informal and formal opportunities for professional development, including peer-learning with colleagues from across the country, access to conferences and trainings, and a work environment that emphasizes inquiry and excellence. Familiarity with West Contra Costa County is desirable. People of color, local residents, and bilingual Spanish/English speakers are encouraged to apply.

**Project Context and Purpose:** A community-driven effort to improve social systems that affect health and healthy behaviors, Healthy Richmond is dedicated to addressing physical, social, and economic factors and systems by working with multiple sectors and stakeholders, from individuals through large public systems. The Healthy Richmond strategic plan identifies community organization and mobilization, youth mobilization, and cross-sector collaboration as essential methods to achieve the project's goals, and the Hub Manager will be responsible for fostering these approaches.

**Key Required Capacities:** Because this project combines high level, multi-sector project development with grassroots community organizing, the Hub Manager must be adept at both strategic thinking and on-the-ground community relations. This position requires consistent negotiation among myriad day-to-day details within the context of an ambitious, long-term goal: advancing the community's capacity to improve the community's health. In addition, as the manager of a collaborative effort, the Hub Manager must be capable of understanding and working with multiple organizations, agencies, and individuals, and must be highly skilled at conflict resolution, goal-setting, and consensus-based decision-making.

### **Specific Duties Include:**

#### 1) Project Progress and Management

- Develop and implement a work plan to accomplish the goals identified in the strategic plan. Develop and implement strategies for building alliances with strategic partners, government agencies, potential funders, and others.
- Effectively design, facilitate, and manage meetings of the Hub Steering Committee and with diverse groups of community members. Review and annually update the strategic plan, and oversee the development of the program evaluation plan in partnership with TCE evaluators.

## 2) Culture-Development

- Collaborate with community-organizing partners and with the youth organizing hub.
- Establish effective and positive problem-solving processes to support the project's long-term sustainability and health.
- Identify training and support necessary to advance the capacity of the Hub Steering Committee

## 3) Administration

- Responsible for overall Hub administration, including the recruitment, training, and supervision of program staff. Manage the budget; identify and oversee contracted activities; and prepare monthly written progress reports to Bay Area LISC and TCE

## 4) Communications and Networking

- Oversee the development and implementation of a communications plan in partnership with TCE communications officers and other Bay Area LISC staff
- Represent Bay Area LISC and Healthy Richmond in local, regional, and statewide events and activities, and participate in Building Healthy Communities meetings and events organized by TCE, including a statewide peer network of Hub Managers

### **Skills and Experience:**

- Master's degree preferred, bachelor's degree required, preferably in public policy, public administration, public health, nonprofit management, social/human services, sociology, or a related field. 3 years of increasing responsibility working in nonprofit, government, or public sectors; experience working across sectors is highly desirable.
- Process facilitation capacity, including the ability to set meeting agendas and goals, manage complex relationships and resolve conflict.
- Ability to produce effective communication pieces tailored for varied audiences and purposes.
- Program management skills including budget preparation, management and analysis.
- Ability to listen carefully, find common ground, and foster ongoing commitment from others.
- Cultural competency, respect for cultural variety and the ability to build and maintain consensus and ongoing commitment from others is essential.
- Knowledge of social service, cross-sector planning, or community development is preferred.
- Experience in project or collaborative management is strongly preferred, as is experience in principles of community organizing methods, training, and evaluation.

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LISC offers a competitive salary and excellent benefit. To apply: Please email cover letter, resume, and responses to the following two questions to [balisc@lisc.org](mailto:balisc@lisc.org), using **HR Hub Manager** as your subject line.

1. Please describe your experience in managing or participating in a cross-sectorial project to develop or implement a program or plan. Please describe a challenge you encountered, how you managed it, and the results of your effort.
2. What aspect of the Healthy Richmond/Building Healthy Communities interests you most, and why?

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