

GROUP HEALTH FOUNDATION

Portfolio Director, Advocacy and Leadership position description

ABOUT US

Group Health Foundation is a growing 501(c)(4) philanthropic organization committed to shaping and accelerating efforts to improve health and health equity in the State of Washington. We are seeking an **Advocacy and Leadership Portfolio Director** to join our expanding team.

Fueled by Group Health Cooperative's legacy and \$1.8 billion in funds resulting from Kaiser Permanente's acquisition of the Cooperative, we have an audacious goal: health equity in Washington State. We are committed to creating and supporting conditions where people of all communities — especially those experiencing social and economic injustice — can participate, prosper, and reach their full potential. We are dedicated to partnering with communities across the state to advance a shared vision for a vibrant, healthy future.

Cultivating a diverse and inclusive staff is essential to these aspirations. Applicants who embody the broad array of diversity, lived experience in our communities, and lived experience with a disability are strongly and sincerely encouraged to apply.

To learn more about our work and values, please visit our [website](#).

POSITION SUMMARY

The Portfolio Director will work in partnership with the CEO, program staff, community leaders, and funding partners to shape an ambitious advocacy, policy, leadership development, and power-building agenda to advance health equity in Washington. The Portfolio Director will identify both existing and innovative opportunities to leverage the Foundation's status as a 501(c)(4) organization to advance the goals of both statewide and community-led initiatives. The Portfolio Director will also participate strategically in systems change work at the local, regional, and statewide levels.

The Portfolio Director will report to the CEO and serve on the Foundation's leadership team (reporting lines will change over time). This is a full-time, exempt position located at our office in downtown Seattle. (We plan to add additional office locations around the state in the coming years, and are also open to exploring the possibility of staff working remotely in the meantime.) Early morning, evening, and weekend hours should be expected. Regular statewide, regional, and national travel is required.

PRIMARY RESPONSIBILITIES

- Collaborate with the CEO, board of directors, and leadership team on the development and execution of Foundation-wide program and policy strategies
- Develop and oversee grantmaking strategies at the leading edge of policy change and power-building efforts that improve health outcomes and reduce inequity in Washington
- Lead planning and evaluation processes to shape technical assistance, direct advocacy, convening, leadership development, and learning priorities
- In partnership with the leadership team, define the culture and initial direction of the Foundation's advocacy, convening, leadership development, and capacity-building initiatives
- Develop, mentor, and manage a team of staff and consultants including public affairs, grantmaking, and program support
- Collaborate with the leadership team to document and communicate the impact of the Foundation's grantees and strategies in improving health equity in the state
- Represent the Foundation to a diverse range of decision-makers and partners including grantees, community leaders, business leaders, government officials, affinity groups, and collaborators in the region and across the country
- Educate community and statewide leaders about the Foundation's mission, programs, and goals, and build support for the Foundation's advocacy and policy priorities
- Prepare strategy memos, briefs, reports, and presentations in a variety of formats to engage a broad range of constituents (e.g., board members, community leaders, grantees, allied funders)
- Hire and mentor direct reports, delegating work effectively and holding team members to a high standard of excellence
- Contribute one's own ideas, perspectives, and lived experiences to the emerging culture of the Foundation
- Assume other responsibilities and pursue new opportunities as presented by the evolving aspirations and needs of the Foundation

QUALIFICATIONS

- A deep commitment to equity and social justice, and strong alignment with our organizational values
- An understanding of the foundational role that racism, ableism, sexism, and other forms of bias and oppression play in perpetuating inequity
- Knowledge of the needs of communities across the state that are most impacted by structural inequities
- At least ten years of experience developing and implementing both direct grantmaking and funder-alignment strategies in and across different places (e.g., communities, states, regions) to achieve defined outcomes
- At least ten years of experience producing assessments of 501(c)(3) and 501(c)(4) funding opportunities
- Progressively larger roles in strategy development and grantmaking oversight, including experience overseeing an annual grant portfolio of at least \$15M
- Experience designing gatherings of grantmaking and grant-seeking organizations to develop collaborations and inspire action among diverse groups of leaders

- Experience working across multiple regions and contexts on capacity building, leadership development, civic engagement, and advocacy
- Experience working across traditional ideologies to advance people-centered policy change and non-partisan political strategies
- Fluency with and openness to various equity, justice, and power-building frameworks, including a demonstrated ability to connect with those frameworks on a personal, organizational, and coalition level
- A commitment to applying and leading within specific frameworks, such as Disability Justice and Independent Political Power
- Demonstrated relationships and leadership among peers in regional and national philanthropic, civic infrastructure and civic engagement funding organizations (such as Committee on States, State Voices, Way to Win, Democracy Alliance, and Funders' Committee for Civic Participation) and among advocates, academics, and movement leaders connected to these and other groups
- Reputation among peers as an expert advisor on topics of direct relevance to this role including civic engagement, independent political power, community influence in elections and government, community accountability models, convening design, trust-based philanthropy, and leadership development
- Exceptional verbal, non-verbal, and written communication skills combined with the ability to listen deeply and authentically
- Demonstrated capacity for self-reflection
- Experience building organizations, teams, and cultures from start-up to maturity, with a demonstrated ability to thrive in moments of change
- Ability to authentically connect the Foundation's mission and aspirations with one's own personal and lived experiences
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint) and Adobe (Acrobat DC) and ability to adapt to new technologies
- Ability to take part in meetings and events outside of core business hours
- Enthusiasm for traveling throughout Washington and engaging with communities that may be different than your own (travel is estimated at 30% for this position)
- Humility and curiosity, and an understanding of how these qualities are connected to success in this role

COMPENSATION

In addition to a positive and flexible work culture, we attract, retain, and motivate exceptional people with an equitable and competitive compensation package. Salary ranges are set according to an explicit compensation policy, and relevant market data is analyzed when setting ranges for each position. The anticipated starting salary range for this position is \$180,000 to \$210,000. A compensation enhancement is provided to employees with indigenous or advanced language proficiency (in a second language) that they utilize to advance the Foundation's work in diverse communities. We offer a comprehensive benefits package that includes medical/dental/vision for the employee and dependent children (covered at 90%), a 10% retirement contribution, generous and flexible paid time off, paid parental leave, a fully subsidized transit pass, and support for professional development.

TO APPLY

Please submit your resume and a cover letter expressing your specific interests through our [applicant portal](#). You will receive an automatic acknowledgement of your application once you submit your materials and can expect regular updates from the Foundation while the search process is underway.

We will review applications on a rolling basis as they are submitted, with priority given to applications submitted by **March 29, 2019**. Until the position is filled, all applications will be accepted and reviewed. If the position is visible on our website, it remains open.

Thank you for your interest in joining the Group Health Foundation team!