

Opening: Executive Director – The Institute for Community Health

The Institute for Community Health (ICH) - a highly regarded non-profit consulting organization that provides planning and assessment, participatory evaluation, applied research and data services to help local communities create sustainable health - is seeking an Executive Director.

The cornerstone of our mission is a commitment to stakeholder engagement in all aspects of the planning, evaluation and research processes, and a deep appreciation for the diverse experiences and values that communities contribute to health improvement.

ICH has extensive experience and an excellent reputation for working across sectors and with a broad array of organizations and institutions, including community-based organizations, city and state governments, hospitals and community health centers, and academic institutions. Our work spans a wide variety of topic areas, including chronic disease, health systems, youth development, health disparities, substance use disorders, and mental health, among others.

This position presents the possibility of an academic appointment to a Boston area university. The office is located just north of Boston in Malden, MA and is a short walk from the Orange Line T stop.

Position Scope

The Executive Director is accountable for the leadership, financial health, and overall performance of the Institute. The Executive Director is responsible for overseeing the administration, programs, finances, strategic plan, and the overall health of the organization. Other key duties include revenue generation, fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

Key Qualifications

- Inspirational leader who has both vision and the ability to articulate and translate that vision into action. Proven track record of building organizations.
- Experience leading evaluation and/or applied research projects, including experience with small to midsize projects, in public health/healthcare at the Principal Investigator level.
- Strong understanding of consulting business development approaches; success obtaining revenue and in finding grant opportunities and other sources of funds. Ability to raise funds on a regional and local level.
- A passion and dedication to communities and the improvement of community health; experience working with community agencies.
- Excellent administrative and organizational skills, including experience with non-profit management; able to articulate goals clearly and to give staff both the responsibility and the authority to achieve them.
- Deep understanding of program evaluation and research, participatory and utilization-focused approaches, and the concepts of public and community health.
- Exceptional interpersonal skills, with ability to interact with all levels of staff, clients and potential clients, community members, board members, and other public health and academic stakeholders.
- Strong oral and written communication skills, including the ability to speak persuasively in public forums.
- At least 10 years of progressively more responsible positions in public health/non-profit management.
- Advanced degree in public health, social sciences, medicine, or a related field.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions or any other characteristic protected by law.

Please forward your cover letter and resume to Joan Bennett at Bennett Consulting, LLC

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