



Director of Field Building *Build Healthy Places Network*

The [Build Healthy Places Network](#), a program of the Public Health Institute, is the national center bridging community development and health. Our mission is to transform the way organizations work in community development, finance, and health by accelerating investments and solutions for building healthy, equitable, and prosperous communities. We achieve our mission by connecting leaders and practitioners across sectors, providing education and training, curating resources and examples of what works, and building capacity for cross-sector collaboration.

The Network is a young organization dedicated to innovation and continued growth while improving the health and well-being of people living in our most under-resourced communities. To accomplish this, we recognize the value of having a staff that brings a wide range of perspectives to this work based on language, ethnicity, race, gender, socio-economic background, political beliefs, sexual-orientation, etc. We are committed to maintaining a diverse, multicultural working environment and particularly encourage applications from candidates with lived experience in the communities we seek to serve.

The Network is seeking a **Director of Field Building**. This individual will ensure that the Network delivers high quality activities and content in line with its Field Building Strategy nationally, including:

- **Communications** work to identify promising practices and curate resources for work at the intersection of community development and health, create tools for effective cross-sector collaboration, share effective practices online and in presentations and training
- **Engagement** work to reach out to new audiences in the health and community development sectors, work with state and national initiatives to increase cross-sector connections
- **Surveillance & Learning** work to stay abreast of current needs, issues, and innovations through engagement with communities and experts in the field, produce analyses and synthesis documents/products, and build high level support for cross-sector work

We are seeking someone who is creative, deeply committed to advancing equity, and excited about embracing an evolving set of responsibilities and opportunities as the organization grows.

The Network is housed at the [Public Health Institute](#) (PHI), an independent, nonprofit organization dedicated to promoting health, well-being and quality of life for people throughout California, across the nation and around the world. PHI is at the forefront of research and innovations to improve the efficacy of public health statewide, nationally and internationally. PHI was distinguished as one of the top 50 “Best Non-profit Organizations to Work For” by the Non-Profit Times in a national search.



Essential Duties and Responsibilities:

Strategic Outreach and Communications – 45%

- Lead and oversee development and implementation for the Network's Field Building including outreach, communication, and engagement nationally
- Develop and sustain strong working relationships with the Network's national partners.
- Assume primary responsibility and serve as content lead for the production of Network products, including convenings, webinars and online discussions, synthesis reports for the field, and tools building on the learnings and tools created through the Network's place-based strategy.
- Facilitate meetings and calls; organize trainings for community clients and webinars for the field at-large.
- Lead conceptualization, planning, and proposal writing for Network core support.
- Develop outreach plan including identifying the conferences the Network should attend, present at, or otherwise participate in; write abstracts for submission; and develop, and in some cases present, content.
- Provide proactive leadership in the Network's self-evaluation including tracking our impact and incorporating findings into Network programming.
- Represent the Network at conferences, in meetings, on advisory committees, etc. in locations throughout the US.

Content Development – 30%

- Direct the strategic development, planning, evaluation, and implementation for research projects and our model for estimating the health ROI of community development.
- As needed for synthesis reports or research originating within the Network, conduct literature reviews, secondary data analysis, interviews, and focus groups.
- Produce written deliverables such as white papers, reports, or toolkits.
- Oversee and monitor the work of project subcontractors ensuring a high standard of work and timely completion of deliverables.
- Identify opportunities to present or synthesize information for the field and ensure that the Network is strategically represented in field journals and publications
- Act as content expert and thought leader on the intersection of community development and health by staying abreast of news, research, and events.
- Conceptualize new projects that capitalize on the unique role of the Network and advance its mission.

Organizational Leadership – 25%

- Participate on the BHPN leadership team to guide and advance the goals Network's program strategies, business development, and organizational sustainability plans.
- Manage program operations to ensure goals and objectives are met.
- Analyze programs and adjusts strategies and tactics to increase effectiveness.
- Provide direction and oversight for budget development for grants, and write grant proposals as needed.
- Represent the Network at conferences, in meetings, on advisory committees, etc.
- Supervise and facilitate professional development of Network staff and interns, as needed.
- Work with team to support office needs and administration.
- Perform other duties as assigned.

Minimum Qualifications

- Bachelor's degree required.
- Knowledge/experience with community development organizations, affordable housing developers or community development finance.
- 7 years' experience in community development, public health, policy, impact investing or a related field with minimum 3 years' project management experience with some supervisory responsibilities.
- Experience developing and delivering trainings or presentations in-person and/or online.
- Ability to travel between 6 and 8 times per year, to conferences and meetings other than the assigned office, including overnight stays in hotels. Requires air travel and having access to available transportation for local travel.

Desired Qualifications

- Master's degree in communications, urban planning, public health, public policy, business, or related field or an equivalent combination of education and experience.

Important Information

- This is a full-time (40 hours per week) position **based in San Francisco, CA.**
- This position is eligible for [PHI's full suite of benefits](#) including but not limited to medical, dental, and vision coverage, health care and dependent care flexible spending accounts, and generous time off.

How to Apply

- To apply for this opportunity, submit a cover letter and resume [via the application link](#).
- In your cover letter, please describe why you are enthusiastic about this opportunity and why you think you are a good fit for the position.

The Build Healthy Places Network and Public Health Institute are proud to be an EEO/AA employer.

Thank you for your interest in working with us at the Build Healthy Places Network. Do you have questions about this opportunity? If so, email our recruitment team at Recruitment@phi.org. Please do not email your resume to us as we only accept applications through our career site. Given the high volume of responses we receive from a combination of job boards, please allow up to one week for a reply.