

# Health by Design

## Chief Executive Officer

### Job Description and Posting



#### Organizational Background

Health by Design (HbD) works at the intersection of the built environment and public health, collaborating across sectors and disciplines to ensure communities in Indiana and beyond have neighborhoods, public spaces, and infrastructure that promote healthy, active living.

Health by Design envisions healthy, thriving people in equitable, vibrant communities. Coalition partners work by advocating for policy change, building community capacity, convening diverse partners, educating on best practices, evaluating impact, facilitating dialogue, promoting smart design, and providing technical assistance.

Health by Design is committed to embedding health equity in its systems, practices, policies, and activities and has expanded Healthy Communities efforts to include upstream strategies that address complex system change. Additional information can be found at [www.healthbydesignonline.org](http://www.healthbydesignonline.org).

Health by Design also provides organizational management services to the [Indiana Public Health Association \(IPHA\)](#), which works to strengthen public health across Indiana through partnerships, policies, and professional development.

#### Position Description

The Chief Executive Officer (CEO) is a strategically focused position that will guide the overall organizational mission and build upon its track record of success in advancing healthy communities. The CEO will work alongside the Chief Operating Officer (COO) to manage day-to-day activities that ensure the organization achieves its desired goals and grows its capacity for impact in the future. Reporting to the Board of Directors, this role is responsible for providing collaborative senior leadership to elevate Health by Design as a leader in the public health field, fulfill the organization's equity mission, ensure its long-term sustainability, and maintain a culture that supports a high-functioning and collaborative team.

With a focus on external partnerships and revenue growth and diversification, the CEO will support the development and implementation of program and policy efforts while helping to ensure that all organizational activities and services are high-quality, efficient, effective, and mission focused. The CEO and COO will partner to oversee organization-wide initiatives, develop and track progress against goals, and communicate effectively with the staff, board, clients, donors, thought leaders, and other external stakeholders. This is an exciting opportunity for someone passionate about public health, communities, and social justice and prepared to lead a dynamic organization toward future growth and success.

#### Compensation and Benefits

This is a full-time position. Compensation for this position is expected to begin at \$100,000 annually, depending on education and experience. The organization offers excellent benefits including comprehensive individual insurance, retirement match, paid personal time off, holidays, and hybrid work possibilities. Reimbursement of relocation expenses can be considered within the final compensation package. This position relies on long-term funding through grants and contracts.

## **Education and Experience**

- A master's degree in public health, community planning/design, nonprofit management, or a related field is preferred but not required. Applicants with equivalent experience are encouraged to apply.
- A minimum of 8-10 years of progressive experience in organizational leadership, nonprofit management, or fund development.
- Strong skills in organizational leadership, strategic planning, and financial management, with a proven ability to diversify revenue streams and ensure long-term sustainability.
- Experience working with diverse communities and stakeholders, with a strong commitment to equity, inclusivity, and social justice.
- Proficiency in Microsoft Office, QuickBooks, and other common accounting, communication, and database platforms.
- Excellent communication skills, with the ability to engage and inspire internal teams and external partners.

The ideal CEO will have strong personal competencies, skills, and characteristics related but not limited to:

### **Passion for Mission and Program and Policy Development**

The CEO will be a systems thinker and creative problem solver with subject matter expertise related to healthy communities; public health capacity building and infrastructure; and policy change, advocacy and organizing. They will cultivate organizational culture in support of Health by Design's mission and champion equity in its efforts, both internal and external, through the implementation of inclusive and justice-oriented systems, policies, programs and projects. The CEO will lead with influence and inspiration, building collaboration and buy-in toward a common vision, and guide long-range strategic planning efforts with the input of the staff, board, funders and partners.

### **Strategic Leadership and Management**

The CEO will be an experienced leader who enjoys working collaboratively and inspiring others to achieve organizational outcomes. They will be adept at executing an organizational vision and implementing a strong business model to support that vision. With high emotional intelligence and confidence in their ability to contribute, they will be skilled at managing in all directions and will approach others with a deep level of respect and curiosity. They will have a strong data and analysis orientation and the ability to use metrics to assess the effectiveness of service and drive decisions.

### **Partnership Development**

The CEO will bring experience working with diverse stakeholders and coalitions and be seen as a good partner who stays focused on the goal at hand. The CEO will understand the legislative process and have competencies in advocating for and advancing public health priorities thus positively impacting public policy. Internally, they will have demonstrated the ability to lead teams to successful outcomes while being deeply committed to the personal and professional growth of the staff. With the ability to engender trust through listening and respect, they will lead by example in all areas. Bringing exceptional communication skills, they will foster an atmosphere of collaboration, learning and partnership, both internally and externally.

The CEO will have experience working with diverse community partners; a deep understanding of the principles of equity, inclusiveness, and power across multiple dimensions (such as race, ethnicity, ability, gender, sexual orientation, income and place); and life and/or professional experience working across those dimensions. Comfortable with a variety of settings, the CEO will be a genuine and trustworthy ambassador for the organization in all interactions.

## **Key Responsibilities Include:**

### **Strategic Vision and Organizational Leadership**

- Collaborate with the COO, staff, and key advisors to create a strategic framework and corresponding systems that will guide investments of the organization's time and resources.
- Lead overall organizational evaluation, including assessments of effectiveness, including an internal annual feedback process, to ensure the delivery of high-quality services while managing for current and future growth.
- Work with the board, COO and all staff to ensure organizational effectiveness.
- Serve as the lead representative and primary spokesperson for the organization.
- Integrate and expand program and policy efforts and share with agencies, policymakers, influencers at all levels and thought leaders across Indiana and beyond to elevate and bring continued awareness of the work.

### **Project Leadership, Consultation and Communications**

- Lead and/or provide support to team leads on high-quality and equity-focused consultation projects (i.e. strategic thinking and planning, technical assistance, facilitation and other support).
- Maintain the organization's reputation as a thought leader in the field by maintaining content expertise and remaining at the forefront of emerging issues in the healthy communities field.
- Lead special projects as needed (e.g., facilitate strategic planning efforts, develop new training programs, and create and deliver content).
- Serve as a thought leader and spokesperson and be able to tell compelling stories.
- Collaborate with the COO to co-lead comprehensive marketing, branding, and business development strategies designed to maintain and expand the organization's presence in the field while ensuring its financial sustainability.

### **Financial and Organizational Development and Sustainability**

- Bring an entrepreneurial approach to revenue generation and an understanding of nonprofit finance, grantmaking, and various revenue streams.
- Provide strategic financial oversight, in collaboration with the COO, designed to maintain the overall financial health of the organization.
- Collaborate with the COO and other staff to develop and monitor proposals, budgets, contracts, staffing plans, financial reports, progress reports and long-term financial projections.
- Contribute to an organizational culture that supports a high-functioning collaborative and mission-driven team and values work-life balance.
- Collaborate with the COO to implement strategies that facilitate professional development, leadership development and continuous learning for all employees.
- Manage hiring and recruiting staff, staff performance, and improvement systems, and contribute to a culture that emphasizes quality, continuous improvement, and high performance.

## **Apply**

Please send a resume and cover letter, detailing your relevant experience and salary expectations, to [jobs@hbodin.org](mailto:jobs@hbodin.org), including 'Chief Executive Officer Application' in the subject line.

Applications will be accepted until October 11, 2024, and then, if needed, on a rolling basis until the position is filled.