

## **Vice President of Community Engagement and Advocacy**

**Date:** September 2023

### **Summary:**

Virginia Health Catalyst ([www.vahealthcatalyst.org](http://www.vahealthcatalyst.org)) strives to ensure all Virginians have equitable access to comprehensive health care that includes oral health. Catalyst seeks a Vice President of Community Engagement and Advocacy (VP of CEA) to lead Catalyst's community engagement efforts and ensure that community input guides Catalyst's policy, programmatic, and research and evaluation efforts. Specific responsibilities and job requirements are listed below.

**Position Type:** Full time, Exempt

**Reports to:** Chief Executive Officer

### **Essential Job Functions:**

- Develop, in partnership with the Catalyst board of directors and leadership team, a community engagement strategy to support Catalyst's strategic plan and ongoing initiatives
- Oversee the implementation of an ongoing community engagement strategy
- In partnership with the Catalyst leadership team, ensure policy and programmatic efforts are aligned with community priorities, specifically informing water equity, the public oral health system, and mission-informed advocacy efforts
- Direct grassroots advocacy efforts to build a coalition of support for Catalyst's policy initiatives, connect community members to advocacy opportunities, and empower community members with the skills and knowledge necessary to conduct their own advocacy campaigns in the future
- Serve as Catalyst representative with partner organizations, community coalitions, and groups
- Manage community engagement and advocacy team, to include daily supervision of staff, coordination, and overall performance management
- Develop, organize, and facilitate or co-facilitate discussion groups, workshops, trainings, round-tables, and other events (virtually or in person as appropriate).
- Ensure all community engagement activities are designed to increase awareness and participation specifically from BIPOC, and other equity priority communities.
- Ensure appropriate grants management and reporting, as needed
- Plan and develop community participation processes to ensure appropriate representation and bi-directional communications

### **Qualifications:**

- Knowledge and skills in community engagement, grassroots advocacy, and mission-centric strategy development
- Proven experience working with boards, committees, and volunteers to achieve organizational objectives.
- Strong strategic thinking ability and demonstrated experience working with multiple community and organizational groups
- Ability to achieve organizational goals while developing and motivating employees through positive management techniques.
- Ability to delegate effectively and appropriately.

**Qualifications, Continued:**

- High level of emotional intelligence with strong, effective written and verbal communications.
- Ability to appraise complex and difficult situations and lead positive change to achieve solutions.
- Commitment to Catalyst's core values: transparency, partnership, excellence, equity, and respect
- Dedication to equity and commitment to continued learning on issues related to race, equity, and inclusion
- Flexibility and a desire to work in a collaborative, transparent environment.
- Ability to handle multiple responsibilities simultaneously and prioritize competing demands in a fast-changing environment.
- At least ten years of progressive community engagement and advocacy experience
- Strong writing skills
- Bachelor's degree

**Preferred Qualifications:**

- Master's degree

**Work Environment and Travel:**

This position will be accomplished through a combination of remote and in-person responsibilities in an office environment with a pre-determined hybrid work schedule. Must be able to remain in a stationary position to operate a computer and occasionally move about inside the office to access office productivity machinery, such as a copy machine and printer. Occasional travel is required. It may include overnight, evening, and weekend engagements.

**Other Duties:**

Duties and responsibilities may change or new ones may be assigned at any time with or without notice.

**Salary Range:** \$92,100 – \$110,000, depending on level of experience

**Equal Employment Opportunity:**

Catalyst provides equal employment opportunities to all employees and applicants for employment without regard to race, creed, color, religion, sex, national origin, ethnicity, ancestry, age, disability, marital status, military service, physical or mental disability, genetic information, sexual orientation, gender identity, pregnancy or related medical conditions, or other basis prohibited by federal or state law relating to discrimination in employment. Catalyst will make any reasonable effort required by law to ensure that all applicants and employees receive equal opportunity in personnel matters, including recruitment, selection, training, placement, promotion, wages and benefits, transfers, terminations, and working conditions.

**To Apply:**

Please submit a resume and a cover letter, specifically describing how your skills match this position, to Danny Hillard at [dhillard@vahealthcatalyst.org](mailto:dhillard@vahealthcatalyst.org). Please include "VP of CEA" in the email's subject line. Incomplete applications will not be considered. Applications will be reviewed on a rolling basis; the position is open until filled.