

Director of Neighborhood Health & Wellness Job Description

Job Title:	Director of Neighborhood Health & Wellness		
Reports to:	Senior Director of Community Development		
Salary range:			
Classification:	Exempt	Status:	Full-time/Hybrid schedule
Date Updated:	January 2025	Weekly Hours:	40

Our Mission

Focused Community Strategies partners with under-resourced neighborhoods to provide innovative and holistic development that promotes flourishing communities and God's *Shalom*.

Organizational Overview/Leadership

Focused Community Strategies (FCS), a non-profit, place-based community development organization, works within a defined footprint to promote conditions necessary for its neighbors to flourish. The Director of Neighborhood Health and Wellness is an engaged member of the Director's table, collaborating with Senior Leadership, other FCS directors, and key community partners while overseeing the operations of his/her department. He/She is responsible for developing and implementing strategies, making major decisions, and ensuring the organization meets its goals and objectives. The Director is expected to demonstrate a high level of commitment to team development and care for the neighbors impacted by FCS's community development efforts at all times.

Position Summary

Focused Community Strategies (FCS), a non-profit, place-based community development organization, works within a defined footprint to promote conditions necessary for its neighbors to flourish. In alignment with FCS's mission and values, the Director of Neighborhood Health & Wellness will lead and oversee the development and execution of all of FCS's strategic initiatives aimed at improving overall and holistic community health and well-being within the organization's footprint. This role involves fostering partnerships among community residents, local agencies, community organizations, providers, and governmental bodies to promote equitable access to information, services, and resources that lead to improved individual, family, and community holistic health and wellness outcomes (Physical, Mental, Social, Emotional, Spiritual, Financial, and Environmental Wellness). Key areas of focus include ensuring effective neighborhood/community engagement strategies, expanding access to needed services and resources, integration into existing service and resource systems, and advocating and advancing holistic health equity. The Director will be responsible for planning, managing, and evaluating departmental efforts, strategies and systems to ensure they meet community needs and moving community residents toward flourishing.

Essential Functions, Duties, and Responsibilities

Strategic Leadership:

- Develop and implement strategic initiatives that holistically address neighborhood health and wellness priorities and align with local needs.
- Using key external and internal data sources, identify needs and gaps in community engagement, health and wellness access, and overall community health equity.
- Set clear goals, objectives, and performance metrics, integrating health and wellness initiatives with community development.
- Monitor trends and adjust strategies to ensure ongoing relevance and impact for community residents.

Program Development:

- Design and oversee holistic health and wellness initiatives that address neighborhood health and wellness needs and challenges to include physical and mental health, social and emotional, and occupational and financial well-being.
- Identify and prioritize opportunities aligned with organizational goals and best practices.

- Lead program content development and establish partnerships for execution.
- Regularly evaluate and refine initiatives based on community feedback and outcome data for long-term sustainability.

Partnership Building:

- Foster and maintain collaborative relationships with local residents, faith-based organizations, community based organizations, local governmental entities, health and wellness providers, nonprofits, and community groups.
- Act as a bridge to streamline efforts in addressing neighborhood health and wellness challenges.
- Create synergies for shared resources, joint initiatives, and collective advocacy.
- Enhance the reach and impact of health programs through strong partnerships.

Policy Advocacy:

- Advocate for local, state, and national policy changes affecting holistic neighborhood health and wellness.
- Engage with policymakers and participate in coalitions.
- Ensure the development of and implementation of organizational policies that reflect community needs.

Grant Management:

- Where appropriate, collaborate with FCS's development team in requested areas of the entire grant lifecycle, from identifying funding opportunities, contributing to writing proposals and the management of awarded grants.
- Ensure effective use of allocated grant funds to support health and wellness initiatives.
- Establish and track performance metrics for health and wellness initiatives, conducting regular site visits, analyzing data, and preparing detailed reports for FCS leadership, the Board, and stakeholders.

Compliance, Financial Management, and Reporting

- Track key neighborhood health and wellness indicators, analyze project or initiative performance, and produce regular reports to demonstrate the impact of health and wellness activities.
- Develop and manage budgets for health and wellness initiatives and oversee financial planning and fund development efforts.
- Maintain accurate records and documentation for health and wellness initiatives, preparing regular reports for senior management.

Team Leadership:

- Supervise and support the Neighborhood Health & Wellness team, providing guidance and professional development to enhance staff performance and expertise.
- Train and mentor staff to ensure efficient project management and adherence to best practices in community development.
- Promote a culture of collaboration and mission-driven performance within the Neighborhood Health and Wellness team and across departments.
- Facilitate staff training on related regulations, community development practices, and sustainability measures.
- Assists in creating a positive and supportive work environment; enforces a safe workplace; establishes a culture of teamwork and communication; creates a workplace that promotes the organizational values of workplace diversity, equity and inclusion and actively promotes an environment respectful of living and working in a multicultural society.

Community Engagement:

- Serve as the primary liaison between FCS and the community, centering community voices in health and wellness planning.
- Organize public forums, focus groups, and outreach efforts to gather input and share program updates.
- Build trust and maintain open communication to ensure the organization's health and wellness effort reflects diverse community needs.
- Encourage community involvement in shaping health and wellness outcomes and FCS initiatives.

General Duties and Requirements:

- Provide excellent financial stewardship for all resources, address all compliance issues, and maintain the transparency necessary for a community-based non-profit.
- Maintain confidentiality.
- Be a positive FCS representative and ensure the organization and its mission and initiatives are consistently presented in strong, positive ways to the internal team, partners, and relevant stakeholders.

Education and Experience

Education – Degree in related fields.

Experience – Minimum of 5-7 years of experience in community development, public health, healthcare administration, or

a related field, with at least 3 years in a leadership role. Experience working with diverse populations and in neighborhood health and wellness initiatives is highly desirable.

Knowledge, Skills, and Abilities

- **Committed to:** Personal growth and development, living out FCS's organizational core values, and collaborating not just within the team of responsibility, but across all internal teams.
- **Place-based Community Development:** Key understanding of the principles of holistic place-based community development.
- **Health & Wellness Expertise:** Deep understanding of public health principles, including social determinants of health, health equity, and preventive health strategies.
- **Collaborative Skills:** Strong ability to engage and build partnerships with diverse stakeholders, including government agencies, healthcare providers, and community organizations.
- **Leadership:** Proven ability to lead, inspire, and manage teams toward achieving strategic goals.
- **Neighboring:** This position requires the Director to be an active participant in the community and with community residents. The Director will attend and may participate in the planning of after-hours community meetings, community events, and other community functions that support neighborhood community building efforts organized by FCS, community members and partners.
- **Community Engagement & Communication Skills:** Ability to effectively engage community residents and build trusting relationships. Excellent verbal and written communication skills, with the ability to present complex information clearly to diverse audiences.
- **Analytical Abilities:** Skilled in using data to drive decision-making, with experience in evaluating program outcomes and public health trends.
- **Project Management:** Strong organizational skills and experience managing multiple health projects or initiatives simultaneously.
- **Grant Writing & Management:** Experience in securing and managing grants, including reporting and compliance.

Compensation & Benefits

Salary Range: \$75,000 - \$85,000, annually depending on qualifications and experience

Full-time/Exempt – 40 hours/week

Hybrid Schedule

Benefits:

- Employee health insurance - 100% employer paid
- Employee dental insurance - 100% employer paid
- Employee \$25K life insurance - 100% employer paid
- Employee long-term disability - 100% employer paid
- Vision insurance, Short Term Disability - 100% employee paid
- 403b Retirement Plan - 100% employee contribution
- 216 hours paid time off annually

Interested applicants should submit their résumé and apply [here](#).

No Calls or Emails Please