



foundation for
healthy generations
CREATING ENDURING HEALTH EQUITY

Executive Director

Organizational Overview

Founded in 1974 by a dedicated group of health educators, Foundation for Healthy Generations is a 501(c)(3) nonprofit with a mission to create enduring health equity. At Foundation for Healthy Generations, or Healthy Gen, we believe that people and communities thrive when all are healthy, included and connected. Our core strategy is to catalyze others into actions that will create enduring health equity. We do this by being a world class amplifier, convener and curator of the various kinds of knowledge that come from lived experience, science/research/data and our own program learnings.

Our organization believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to adjust the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

For more information, please go to www.healthygen.org

Position Overview

The Executive Director (ED) spearheads the development of Foundation for Healthy Generations' role as a leading non-profit focused on creating enduring health equity. The ED provides professional leadership and management in order to truly help reduce health disparities locally and regionally. The ED works with the Board and senior staff and is responsible for moving Healthy Gen forward in creating and implementing internal and external goals, while upholding the mission, vision, and business plan. The ED exemplifies leadership for strategy, organizational development, implementation, and financial oversight. They are focused on these target areas:

- Strengthening and diversifying the organization's funding sources
- Developing agency strategy with Board and staff for achieving its mission to create enduring health equity
- Working with the Board of Directors to develop and/or build upon existing policies and priorities

- Increasing Healthy Gen’s visibility with various stakeholders as well as the general public
- Developing an organizational infrastructure that supports future growth.

Key Responsibilities

Internal

- Work with the Board to fulfill its governance function, ensure it receives regular and accurate financial reports, and ensure that fiscal management and benchmarks are achieved responsibly.
- Lead the strategic and business planning process to develop short and long-term business and organizational goals and objectives. Keep plan objectives “alive” within the agency activities and through effective Board engagement.
- Delegate authority for administering organizational plans and activities to the appropriate officers and staff, including the execution of systems and programs and the implementation of policies established by the Board.
- Responsible for management and supervision of staff members, including Senior staff, including providing for an annual evaluation, and maintaining high level of staff retention.
- Provide effective communication and cultivate an office environment that allows for professional development.

External

- Serve as official spokesperson and advocate for the organization, and participate in local, regional, and national activities.
- Develop new relationships and support existing ones with local, regional, and national businesses, foundations, associations, and coalitions that bring together individuals and organizations committed to activities relevant to Healthy Gen’s mission.
- Guide revenue-generating activities in order to provide adequate income to the organization and collaborate on opportunities that help expand business and build the Healthy Gen endowment.

Team Agreements:

Facilitates the development of and models behaviors consistent with Healthy Gen’s Team Agreements:

- Positive Intent: We assume positive intent on the part of others and know that everyone is working hard and doing their best. While assuming positive intent, we work to create intentional space and safety for the tougher conversations and debriefs.

- Accountability: We hold ourselves accountable to the mission, each other, our clients and to our commitments. We do what we say we will do, walking our talk while also honoring each other's limits.
- Conscious Communication: We are mindful in our communication and demonstrate a willingness to style flex. We communicate directly, respectfully, timely and openly. We care enough to challenge each other's ideas, communicate our needs and expectations and share our limitations. We engage in constructive conflict – addressing the issue, not attacking the person.
- Synergy: We work cross functionally, sharing information with each other freely in support of fulfilling our mission. In sharing, we provide context for the conversation and are thoughtful about connecting what we know to the agency's bigger picture.
- Planned Pauses: We are a learning community and plan pauses to review and re-evaluate our strategy, structure, practices, and processes as well as celebrate our successes. We periodically pause to have unstructured and reflective time. We value and seek out diverse points of view to inform our work and look to adapt, learn from our mistakes & continuously improve.

Preferred Candidate Profile

The preferred candidate will be a passionate motivator, team leader, and communicator dedicated to the mission and values of The Foundation for Healthy Generations. He/She must be authentic and have unimpeachable personal integrity and professionalism. This individual will possess a high "EQ", instill confidence and have excellent presentation and communication skills with an outgoing, personable and inclusive management style.

Personal characteristics should include: optimistic, trustworthy, adaptive, open to change, and at ease with making tough decisions, demonstrating decisiveness, and diplomatically coaching team members so that consensus and clarity can help the organization advance; a politically astute leader, who is open to input and feedback from others, and seen as a catalyst for creating an encouraging environment that inspires employees to think like innovators, identify potential new revenue streams, and try new ideas; a systems thinker who can operate at the 'big-picture' level as well as at the day-to-day operational level, balancing new opportunities with a stable course for the organization.

Required Experience

- Bachelor's degree in business administration, health education, public administration, finance, public health, or a closely related field required.
- Advanced degree (MBA, MPA, MPH, MSW, Ed.D or Ph.D.) is highly desirable.
- At least 10 years of professional experience with substantial time spent in leadership roles managing an organization of comparable size, or a division/department of significant size.



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- Proven record of being a strategic visionary leader with a history of helping to create inspiration, integrity, and innovation within a mission driven organization.
- Deep understanding and ability to work with the systems that serve underserved and underrepresented people.
- Ability to build team cohesion, bring people together, and communicate effectively with all stakeholders.

Location

Seattle, Washington (relocation assistance available).

The Foundation for Healthy Generations is 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 or any other characteristic protected by law.

For more details and confidential inquires, please contact:

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