



San Francisco Hep B Free

First city in the U.S. to test and vaccinate all Asian and Pacific Islanders for hepatitis B

Job Announcement

Executive Director

SF Hep B Free Campaign as a Fiscally Sponsored Project of Community Initiatives

INTRODUCTION

San Francisco Hep B Free (SFHBF) is a model collaboration between city government, private healthcare, and community organizations driven by the goal of making San Francisco a hepatitis B-free city by (1) creating public and healthcare provider awareness about the importance of testing & vaccinating Asian & Pacific Islanders (APIs) for hepatitis B; (2) promoting routine HBV screenings and vaccinations within the primary care medical community; and (3) facilitating access to treatment for chronically infected individuals. Strategies include educational opportunities for primary care clinicians, grass roots outreach and education for API communities, and broad scale public awareness campaigns. The campaigns successes so far have been due to SFHBF's capacity to galvanize city residents, community leaders, policy makers, and medical institutions. For more information, visit our website at <http://SFhepBfree.org>.

POSITION SUMMARY

SFHBF seeks a self-directed and outcome-oriented Executive Director, capable of bringing together, focusing, and maximizing resources while directing the collaboration and its partners in fulfilling campaign goals and reaching the campaign's full potential. This would include providing leadership toward the achievement of the SFHBF's mission, strategy, and its annual goals and objectives. In addition, the Executive Director will serve as a public advocate, and be visibly involved with citywide and community issues relevant to SFHBF's mission. SFHBF is a fiscally sponsored project of Community Initiatives, which is an EEO employer. We expect the candidate to commit up to 2 years of service following a 6 month probation period.

Salary Range: \$95,000 to \$125,000 to be determined by the length, quality, and relevance of prior work experience.

RESPONSIBILITIES

1. Development and Strategy

- Contribute to and implement strategic thinking, planning and decision-making to build on Campaign's achievements and continue progress to achieve SFHBF's goals.
- Work with the SFHBF Governance Council to ensure that the organization has a long-range strategy for achieving its mission, and making consistent and timely progress on achieving its goals.

2. Community Partners and Collaboration

- Maintain and strengthen working relationships with partner organizations, community groups and organizations.
- Work with partners to maintain, strengthen, expand, and diversify participation of campaign partners and supporters.
- Serve as consensus builder and mobilize action in the community.

3. Fundraising and External Relations

- Continue building and maintaining relationships with foundation program officers, grant makers, corporate and individual donors, community leaders, and government officials.
- Identify new and increase existing sources of revenue and resources.

4. Program Management

- Provide leadership and guidance to monthly planning meetings and working groups in their various activities, including evaluation, marketing, community education, provider education, and fundraising.
- Manage day-to-day maintenance of activities by collaboration and its partners.
- Maintain tracking and reporting system for contributions and activities of partners.
- Serve as project director in relation to Community Initiatives and provide programmatic reports for our fiscal sponsor.

5. Communications and Advocacy

- Publicize the activities of SFHBF, its programs and goals.
- Represent SFHBF to funders, elected officials, policymakers, media, partner organizations and the general public.
- Advocate on behalf of SFHBF and the population at risk for hepatitis B in San Francisco.

6. Budgeting and Finance

- Administer SFHBF project funds.
- Maintain sound financial and operational practices and controls.
- Provide regular financial updates to Governance Council and fiscal sponsor.

QUALIFICATIONS

- Three years management or leadership experience, particularly in health related campaigns. Minimum BA or equivalent required.
- Strong background in raising funds from diverse sources, and in identifying new sources.
- Demonstrated experience on issues of health, health care, and/or in Asian and Pacific Islander communities.
- Strong record of building and managing strategic relationships, partnerships, coalitions, or collaborations.
- Excellent interpersonal and communication skills, engaging. Also, expected to be comfortable writing for and speaking to diverse audiences.
- Demonstrated success in developing and implementing strategic plans, the ability to think strategically and critically, interpret and utilize data, synthesize complex issues and information, proactively identify new opportunities, and manage change.

PREFERRED EXPERIENCE

- Significant experience in public health, health education, advocacy, public education, media relations, community development, political campaigns, and/or work with diverse ethnic and cultural populations.
- MA in Public Policy or similar field.
- Ability to speak Mandarin or Cantonese.
- Working knowledge of social media and website design.

REPORTS TO

SFHBF Governance Council. Also, the Governance Council will be responsible for all hiring and dismissal decisions.

APPLICATION

Send cover letter, CV, and salary requirements to: jason@sfhepbfree.org by April 6th, 2012.