



DIRECTOR POSITION DESCRIPTION

Position Title: Director

Reports To: This is a jointly-funded position that reports to the Dean, San Diego State University's College of Health and Human Services and the Deputy Chief Administrative Officer, County of San Diego Health and Human Services Agency

Location: (Hybrid) Mostly in-person role with rotating presence at HHSA, SDSU, and some flexibility for remote work.

ABOUT LWCIL

The Live Well Center for Innovation & Leadership (LWCIL) is an innovative academic-practice partnership between the County of San Diego Health and Human Services Agency (HHSA) and San Diego State University (SDSU). The partnership represents San Diego County's Academic Health and Human Services Department with a mission of strengthening the partnership between academia and health and human services practice through integrated education, research, workforce development, and service that advances equity in San Diego. The partnership is co-chaired by the leaders of HHSA and SDSU's College of Health and Human Services and an executive Steering Committee. A subcommittee structure with co-chairs representing each partner are responsible for advancing the partnership's priorities which include: People Success—Building a diverse, competent, and engaged health and human services workforce; Research & Data Excellence—Informing and improving academia, policy, and practice with rigorous and relevant research; Service to Community—Integrating academia, practice, and community to advance equity and eliminate health disparities; and Leadership & Sustainability—Creating a nationally recognized academic-practice model with innovative leadership to improve academia, policy, and practice.

RESPONSIBILITIES

Leadership & Management

- Provide inspirational leadership and forward-thinking vision to the partnership and its diverse constituents including academia, practice, and community
- Lead the implementation of LWCIL's multi-year Strategic Roadmap including overseeing the development of annual action plans and measures of success while maintaining a focus on innovation and education, workforce, and health equity impact
- Build and maintain strong relationships with HHSA, SDSU, and CHHS leadership and key stakeholders
- Lead the planning and coordination of Steering Committee meetings, provide support to Steering Committee Co-chairs, and actively participate as a Steering Committee member
- Collaborate with Steering Committee Co-chairs to inform and engage committee members in advancing and sustaining LWCIL through quarterly one-on-one meetings, work group and subcommittee participation, and department/school alignment
- Develop and maintain policies, procedures, and systems to ensure the long-term sustainability of LWCIL and to support its pursuit of being a model of excellence in academic-practice partnership including Memorandums of Agreement and charters
- Collaborate with the People Success, Research & Data Excellence, and Service to Community Subcommittee Co-chairs to advance goals, strategic objectives, and measures of success
- Document and maintain repository of shared projects, resources and publications





- Develop and implement a plan for creating and sustaining boundary spanning capacity by leveraging and aligning existing resources within partners and by securing new resources
- Manage and develop personnel while maintaining a positive, inclusive, and innovative culture

Communications & Advocacy

- Build brand awareness and leadership positioning within the partners and key stakeholders including community leaders, policymakers, academic institutions, and health and human services partners
- Lead the development of a multi-faceted communications plan to effectively inform and engage key stakeholders within academia, practice, and the community
- Identify opportunities to inform and engage the public in public health priorities and to advocate for policy changes that improve academic, policy, and practice
- Manage the planning and implementation of LWCIL events including meetings, convenings, presentations, and panels
- Utilize each partner's brand, communications, and media capacity to elevate LWCIL, its partners, leaders, and experts to advance brand and communications priorities
- Effectively manage crises in a manner that protects and preserves LWCIL's reputation and leadership positioning as well as that of HHS, SDSU, and CHHS
- Help maintain LWCIL website, develop communications materials, and ensure timely communication of information relevant to the LWCIL partnership

Community Relations

- Act as LWCIL's main spokesperson for media, events, presentations, and panels while proactively identifying opportunities to elevate LWCIL's leaders and experts
- Participate in appropriate boards, task forces, and other advisory groups relevant to LWCIL's priorities
- Establish, cultivate, and expand key relationships with corporate, private, and foundation partners that can lead to increased awareness and financial support of priorities including capacity and sustainability

Resource Development

- Develop an actionable plan for diversified resource development including grants, corporate/foundation contributions, and individual donor gifts
- Oversee the development of fundraising materials including collateral, proposals, and case statements
- Coordinate with each partner's resource development and/or grant writing teams to pursue joint capacity, project, and research grants and other philanthropic support opportunities

SDSU Responsibilities

- Provide leadership and represent LWCIL in SDSU and CHHS events, meetings, and activities ensuring understanding, alignment, and support of key priorities while facilitating connection to LWCIL's priorities and goals
- Actively participate in CHHS strategic planning processes and support implementation through aligned activities
- Serve as an HHS connected advisor and thought partner to CHHS' dean and school directors
- Act as a boundary spanning liaison and facilitate connections and information sharing between SDSU leadership, faculty, and staff to HHS practitioners and staff
- Coordinate efforts across CHHS' six schools in partnership with school directors, faculty, and staff
- Ensure SDSU/CHHS priorities and interests are considered and reflected in LWCIL planning and operations
- Engage with CHHS, school internship/practicum coordinators, and leadership to lead internal organizational and planning efforts, including compliance policies, risk management and service-learning agreements





- Provide updates to the SDSU and CHHS communities about LWCIL, its progress, and opportunities to get involved
- Provide leadership and serve on SDSU and CHHS internal work groups and/or committees relevant to LWCIL partnership activities
- Connect faculty research and expertise to opportunities to inform and improve policy and practice
- Other Duties: Perform other related duties as required

HHSA Responsibilities

- Provide leadership and represent LWCIL in HHSA events, meetings, and activities ensuring understanding, alignment, and support of key priorities while facilitating connection to LWCIL's priorities and goals
- Actively participate in HHSA strategic planning processes and support implementation through aligned activities
- Serve as an SDSU connected advisor and thought partner to HHSA's Agency Director and department directors
- Respond to internal and external inquiries for information about the LWCIL partnership
- Act as a boundary spanning liaison and facilitate connections and information sharing between HHSA leadership, faculty, and staff to SDSU and CHHS
- Coordinate all aspects of administration of the LWCIL partnership
- Serve as the liaison between CHHS and County of San Diego HHSA, and build the relationship between those organizations
- Collaborate with HHSA staff to assess, streamline, and coordinate student practice-based experiences across all levels of the agency including recruitment, onboarding, support, and preceptor education and training
- Provide leadership and serve on HHSA's internal work groups and/or committees relevant to LWCIL partnership activities
- Collaborate with HHSA departments including Human Resources and The Knowledge Center to facilitate subject matter and workforce training
- Facilitate LWCIL-related collaborative research activities with respective HHSA departmental point of contact, including related data sharing and data access agreements
- Engage with stakeholders to promote partnerships and excellence in programmatic work and public health practice, assisting in the development and implementation of health initiatives.
- Other Duties: Perform other related duties as required

QUALIFICATIONS

Core Knowledge and Abilities

- Demonstrated executive leadership with extensive experience in strategic planning, building partnerships, managing executive-level committees, and establishing sustainable operations
- Excellent verbal and written communication skills
- Strong interpersonal skills and ability to work well with a variety of contacts within academia, health and human services practice, and the community
- Ability to independently organize, oversee, coordinate, and assume responsibility for a variety of ongoing projects
- Experience facilitating and organizing teams with a full spectrum of staff levels
- Ability to analyze administrative problems and recommend effective action
- Ability to follow through on assignments with attention to detail
- Ability to maintain confidentiality in accordance with information security standards
- Ability to occasionally work irregular hours, including evenings and weekends





- Demonstrated knowledge of health and human services field, public health departments, university systems, and/or applied research/evaluation

Minimum Education

Master's degree and/or equivalent work experience in management, public health administration, social work or related field

Minimum Experience

- Ten years of leadership experience in managing and building partnerships and outcome-based collaborations
- Preferred Qualifications and Special Skills:
 - Working knowledge of university systems, public health agency operations, and/or county government
 - Experience partnering with community-based organizations
 - Ability to effectively network and advocate
 - Strong grasp of health equity and health disparity concepts
 - Knowledge of health and human services practice
 - Demonstrated experience developing and writing funded grants and contracts

ADDITIONAL APPLICANT INFORMATION

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with SDSU Research Foundation

San Diego State University Research Foundation is an EEO/AA/Disability/Vets Employer



SDSU
San Diego State
University