

## **Job Title: Director of Workforce Programs and Initiatives**

**Supervisor:** President & Executive Director

**Date prepared:** May 13, 2022

**Date updated:** May 20, 2022



### **Overview**

Trailhead Institute is a public health institute whose mission is to advance innovation and collaboration in public and environmental health. With this in mind, the **Director of Workforce Programs and Initiatives** will work with the Trailhead team to further the organization's mission, to build a regenerative organization that actively works to reverse historical inequities within public health and within our organization, and to operate in accordance to our organizational drivers of collaboration, capacity and justice. The position ensures that inclusivity, diversity, and equity are incorporated throughout all components of this work

The **Director of Workforce Programs and Initiatives** is responsible for leading and directing statewide initiatives to develop and implement strategies to build and sustain a successful public health workforce. This includes but is not limited to finalizing a public health workforce roadmap for Colorado, building partnerships with other organizations across Colorado who are developing strategies related to the public health workforce, and continuing to develop the workforce portfolio at Trailhead Institute. This Director provides direction and leadership for long- and short-term strategic plans and objectives for the field of public health and manages Trailhead staff who are currently working on workforce programs at Trailhead.

### **Responsibilities:**

#### *Program Oversight and Development*

- Oversee and facilitate the work of the Colorado Public Health Workforce Collaborative including finalizing the Colorado Public Health Workforce Roadmap
- Develop and lead next steps to move the Colorado Public Health Workforce Roadmap from plan to action
- Build new partnerships across the public health and workforce sectors to ensure the work is aligned with best practices in both fields
- Serve as a public health workforce system leader and expert including serving on advisory committees, panels, etc.
- Provide guidance and program oversight for staff working on workforce programs in order to direct the organization's current portfolio of workforce programs.
- Conduct ongoing assessments of current and future workforce programs to determine opportunities for growth and continued sustainability.
- Lead conversations related to Policy and Legislative action that impacts the public health workforce.

- Evaluate current programmatic capacity and work with the workforce staff and the President & Executive Director on the creation of new workforce programs, projects and initiatives as deemed necessary.
- Identify and seek funding for new programs, projects, initiatives in alignment with the organization's mission, drivers and strategic plan.
- Support the development and implementation of an integrated strategic communications plan to advance Trailhead brand across programs.
- Maintain existing funding partnerships and develop new strategic partnerships as deemed relevant to the mission and strategic plan of the organization.
- Work collaboratively with the director's team and project leads to unify and integrate strategic initiatives across all activities and functions.

#### *Financial Strategy*

- Adhere to organizational financial security strategies as defined by the President & Executive Director and Director of Finance.
- Support the development of the organizational budget through leading the gathering and development of a workforce budget.
- Support the Finance Department with audits and fiscal compliance reporting, as needed.
- Support program managers in overseeing programmatic budgets.

#### *Organizational Strategy and Leadership*

- Direct and assure the work throughout the organization is in line with Trailhead's mission, vision and strategic goals.
- Provide thought leadership on operational and mission impact, organizational capacity, risk factors, and other key factors to inform strategic decision-making.
- Support the design and development of the organizational strategic plan in collaboration with the board/staff workgroup.
- Direct and manage initiatives and projects of the Board of Directors in coordination with the direction of the Executive Director.
- Direct strategic development activities of the organization identifying emerging opportunities to leverage current work and internal capacities for new business development, in partnership with the director's team.
- Cultivate and integrate partner connections and relationships.

#### **Qualifications:**

- Expertise in workforce development programs, projects, and best practices
- Expertise in public health systems strategies and investments, including an understanding of funding dynamics and governance structures (preferred)
- Experience working in a public health (preferred)
- Previous work coordinating stakeholders in the workforce or public health sectors.

- Excellent communication skills, both written and verbal.
- Ability to champion equity driven strategies within programs and partnerships
- Previous experience with effective supervision of staff
- Excellent facilitation skills and proven ability to build consensus across diverse stakeholders
- Strong analytical and organizational skills.
- Ability to work effectively with varying seniority levels, including program and finance staff, human resources and operations, managers, government and non-profit directors, policy makers, workforce development leaders, and other external stakeholders.
- Strong organizational and project management skills, with ability to see the big picture and manage small details.
- Strong interpersonal communication skills.
- Willingness and ability to learn and grow to meet the changing requirements of the job.
- Education: MPH, MPP, MSW, or MPA preferred
- Minimum 10 years' relevant experience, particularly at the intersection of the business and public health sectors.

This is a **full-time exempt** position based in Denver, Colorado. Hiring salary range for this position is \$79,000 - \$82,000. Trailhead Institute offers a generous benefits package including health, dental, vision, life, short-term and long-term disability, and a 401k with employer match.

**To Interview Us:** We will be holding **three office hours** during the application period, between 6/6/2022 and 6/8/2022. This offers you an opportunity to schedule a 15 minute call and ask any questions regarding the job announcement or about Trailhead. Sign up via [Calendly](#). If you are unable to make it to the scheduled office hours, check out our [Director of Workforce Programs and Initiatives Q&A](#), which we will update with questions and answers that arise after each office hour session.

**To apply, please send:**

- A resume
- A list of three references, including name, job title, phone & email.
- Either a one-page cover letter, or if you prefer, in lieu of a cover letter, answer the following questions in no more than one page:
  1. Tell us why you're attracted to this job and Trailhead Institute.
  2. What experiences and expertise do you want to share that you would bring to this role?
  3. What other experiences (including living experiences) should Trailhead Institute know about to understand how you approach this work?

Submit all application materials via email to [hiring@trailhead.institute](mailto:hiring@trailhead.institute) with the subject "Director of Workforce Programs and Initiatives".

Applications will be reviewed and interviews offered to qualified applicants until the position is filled. Finalists will be asked to participate in a second panel interview and a short writing exercise.

This is a LIMITED SERVICE position. At this time, funding for this position is provided by limited-term funding and is dependent on that funding being maintained. Once the funding ends, the position may be discontinued, and there is no guarantee for additional employment with Trailhead Institute. Full-

time employment is guaranteed through **6/30/2023**. That said, Trailhead's goal and expectation is to raise additional funding to extend the position beyond that period and convert it to a permanent position.

Trailhead Institute are dedicated to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status or national origin. Trailhead Institute welcomes applications from all communities, educational backgrounds and life experiences, particularly from people of color, people within the LGBTQI+ community, immigrants or refugees, people with disabilities, and people from low- or moderate-income backgrounds.