



HealthForce Partners CALIFORNIA

POSITION DESCRIPTION

Director – Contra Costa/Tri-Valley Region

HealthForce Partners California is a multi-regional healthcare sector partnership catalyzing career pathway opportunities for all residents and growing a skilled and diverse workforce for the industry. Under the direction of the Chief Executive Officer, the newly established role of Director for the Contra Costa/Tri-Valley Region will be fundamentally responsible for maintaining HealthForce Partners California's relationships, programs, stature and engagement with the community, as well as ongoing collaboration with neighboring HealthForce Partners service areas and multi-region initiatives. This individual will be responsible for maintaining day-to-day working relationships with local educational institutions; industry, agency and community leaders; and employers in order to advance the organizational mission of catalyzing healthcare career pathways and opportunities for local residents and growing a skilled and diverse workforce for the industry.

Primary Responsibilities

1. Assume primary responsibility for development, administration and implementation of priorities for the region as determined by the CEO, Advisory Board, and Regional Steering Committee(s), including:
 1. Plan and convene Regional Steering Committee meetings and targeted workforce committees and initiatives;
 2. Develop and maintain budgets;
 3. Design and implement marketing strategies;
 4. Track key indicators and metrics on the performance of programs and events;
 5. Oversee all events and programs, in collaboration with HealthForce Partners leadership.
2. Establish and maintain relationships with various sector partners across the county.
 1. Participate in key community events;
 2. Serve as a spokesperson and advocate for HealthForce Partners and healthcare careers;
 3. Be familiar with and engage in community conversations around workforce development in the healthcare sector.
3. Position introduction and engagement opportunities for CEO and Advisory Board members as appropriate, including with elected officials, media, funders and other public-facing personnel.
4. Partner with HealthForce Partners colleagues and external partners in seeking grants, contracts and philanthropic investments to fuel the growth of the local healthcare workforce through paid internships, clinical supervision, scholarships, and multi-stakeholder programs.

5. Collaborate with CEO to recruit, hire and train program and administrative staff as needed.
6. Lead and manage staff to accomplish priorities and program requirements approved by the CEO.

Qualifications

1. Reside in Contra Costa or Alameda County and have pre-existing relationships in the region
2. Demonstrable experience with program administration, including reporting, accounting and relationship management
3. Background in event planning and management, donor cultivation and stewardship, and/or communications and public relations
4. At least five years full-time, relevant professional experience in healthcare, higher education, non-profit, government, or similarly relevant organizations
5. Bachelor's degree
6. Basic proficiency in Google Suite, as well as email and videoconferencing software
7. Ability to manage email, calendars, and electronic file systems

Salary Range

\$110,000-\$125,000 per year, with opportunities for future growth should resources allow. This is a full-time, exempt, benefitted opportunity.

Work Environment

This is a full-time, exempt position requiring occasional evening and weekend hours as needed. Hybrid role with opportunities to work in an office setting as well as remotely. Regular participation in meetings and events in various locations within the region served and occasionally outside the immediate area, as well as via Zoom and/or Microsoft Teams.

To apply, submit resumé and any additional materials via email to Kelly Colby (kcolby@healthforcepartners.net).

To learn more about HealthForce Partners California, visit our website at www.healthforcepartners.net and follow us on [LinkedIn](#), [Instagram](#) and [Facebook](#).

HealthForce Partners California is an equal opportunity employer and values diversity. All employment is decided based on qualifications, merit and business need.