Position Description for
Executive Director
of Boston Public Health Commission

January 2020
Overview

The Boston Public Health Commission, the country’s oldest health department, is an independent public agency providing a wide range of health services and programs while leading the overall public health work in the City of Boston. It is governed by a seven-member board of health appointed by the Mayor of Boston and works in partnership with all City departments as a part of the Health & Human Services Cabinet. Public service and access to quality health care are the cornerstones of its mission - to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable. In addition to being the thought leader of all things related to public health in the City, the Commission runs more than 40 programs which are grouped into six bureaus: Child, Adolescent & Family Health; Community Health Initiatives; Homeless Services; Infectious Disease; Emergency Medical Services and Recovery Services. BPHC achieves its mission by providing and supporting accessible high-quality community-based health and social services, public health surveillance and reporting, community engagement and advocacy, development of health promoting policies and regulations, disease and injury prevention, emergency services, health promotion, and health education services. BPHC is at the forefront of the critical issues facing the health and well-being of all Bostonians, from tackling issues like HIV and Hepatitis infections, addressing violence and trauma in our neighborhoods, and serving as first responders through Boston EMS, to providing important safety net services to the City’s homeless population and those battling substance use disorder. BPHC envisions a thriving Boston where all residents live healthy, fulfilling lives free of racism, poverty, violence and other systems of oppression. A comprehensive strategic plan was completed in 2019 that has laid out a plan for action for leadership and staff over the next three years. BPHC seeks to find its next leader to continue its journey in making progress on all of these issues for the City of Boston.

Role and Responsibilities

The Executive Director (ED) is the chief administrative and executive officer for the Boston Public Health Commission (BPHC). The ED is responsible for the advancement, positioning and overall management of the Commission under the supervision of the Board of Health and in partnership with the Mayor’s Office of Health & Human Services. The ideal candidate will be able to navigate the political context of the role to lead BPHC while addressing the major issues that impact the health of Bostonians with an emphasis on tackling health disparities and inequities. Specific responsibilities include but are not limited to the following:

Strategic Leadership & Administration

- Leads the strategic vision of the Commission and coordinates with the Board of Health, the Mayor and City Hall leadership, Staff, Community Groups and other key stakeholders in implementing that vision and strategic plan;
- Directs and coordinates BPHC bureaus, public health service centers and administration. In partnership with Bureau Directors: establishes bureau priorities and objectives, monitors and evaluates program effectiveness and ensures efforts reflect the priorities of the Board and the Mayor of the City of Boston;
- Provides supervision and leadership development for senior leadership in effort to build an even
stronger BPHC team while contributing to a culture that values innovation, growth and meaningful inclusion and diversity;

- In partnership with senior leadership and with approval from the Board of Health and City of Boston, prepare an annual operating budget, currently $175 million dollars, and manage the budget for efficiency and effectiveness;
- In an effort to resource the Commission beyond City allocation, oversee the identification and application for state, federal and private funding to addressing public health needs for the City of Boston and create opportunities for innovation through programming and agenda setting;
- Work with the leadership team to manage the complex nature of the quasi-independent organization that includes over 1200 full and part time staff, an array of public buildings, an organization that must balance direct service with a larger policy and agenda setting role and important regulatory and monitoring functions and responsibilities;
- Responsible for establishing Commission goals, strategic planning, policies and procedures in compliance with all applicable laws and regulations; evaluates new laws and their potential impact on the operations of the Commission;

Positioning and Thought Leadership

- Represents the Commission at public and private events to foster good public relations and a general understanding of the Commission’s functions and programs while working towards the goal of building a strong thought leadership role as the ED;
- Working with internal and external research and content experts, ensure preparation of Health of Boston Report(s) for submission to the Mayor and City Council to raise awareness of key issues impacting the health of the City of Boston;
- Establishes outstanding working relationships and collaborative efforts with community organizations, hospitals, community health centers, funders, policymakers, and other key stakeholders to help achieve the goals of the Commission;
- In partnership with the Chief of Health & Human Services, serve as public and community health content and policy lead for Mayor and City Hall leadership to both proactively address issues in the community and respond to pressing public health challenges that emerge;
- Develop and implement effective communication strategies to disseminate public health information to residents, hospitals, community health centers, city departments and other entities as needed. Serves as spokesperson for Commission and responds proactively to media inquiries.

Qualifications

Educational Qualification:

- Advanced degree preferred with consideration given for experience and training in health, public health or related field.

Professional Experience:

- At least ten to fifteen years of experience in:
○ Management of public health programs, initiatives or projects
○ Health and/or Public Health research, data and/or evaluation
○ Public policy and community mobilization related to community health, and
○ Senior or Executive level leadership in a nonprofit, public policy or health care environment with a mission driven scope

● Knowledge of the national public health healthcare landscape agenda, policy issues and impacts and how they relate to and play out in the City of Boston

● In depth knowledge of public health programs, research, infrastructure, and current issues and best practices.

● Comprehensive understanding of health disparities, health equity and racial (or social) justice issues and the impact they have nationally and locally on improving the overall health of key populations

● Proven work experience advancing social justice and working to impact the social determinants of health to improve the lives of those most vulnerable

● Ability to communicate effectively both orally and in writing to advance the mission of the organization.

● Ability to and experience with managing multiple tasks and projects and meeting fast paced stakeholder and community needs.

● Strong understanding of political context and public policy realm of public health work and its intersection with local, state, and federal government

The privacy of applicants will be withheld to the fullest extent allowable under the Massachusetts Public Records Law. Generally, application materials, including resumes, of candidates that are not finalists to be considered in an open meeting of the Board of Health, may be withheld from disclosure in response to a public records request.

A Criminal Offenders Records Information (CORI) request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the position.

**Boston Residency or willingness to relocate is required.**

*The Boston Public Health Commission is an Equal Opportunity Employer. Candidates from diverse backgrounds with experience working in diverse communities are strongly encouraged to apply.*
Application Process

Application Process:
Interested candidates can apply in the following ways:

- Online at [www.bphc.org/workingwithus][It is preferred that candidates apply using this method]. Cover letter and resume required. Any supporting materials can also be included but must be as part of your resume attachment.

- By sending a cover letter, resume and any supporting materials to:

  Marty Martinez, Chief of Health & Human Services
  % Boston Public Health Commission
  1010 Mass Ave, 6th Floor
  Boston, MA 02118

The application process is strictly confidential, and all applications will be kept confidential throughout the process until 1 or 2 finalists are selected. The Search Committee will be led by a committee of the Boston Board of Health in partnership with the Mayor’s Office of Health & Human Services. The selected candidate will be selected by the Board of Health which has been appointed by the Mayor of the City of Boston.