Join an organization at the forefront of health advocacy across the nation.

Community Catalyst, a national advocacy organization, has been giving consumers a voice in health care reform for two decades. We provide leadership and support to state and local consumer organizations, policymakers and foundations that are working to guarantee access to high-quality, affordable health care for everyone. Our contributions, which range from policy analysis and strategic assistance to managing national campaigns, enable consumer groups to provide leadership in the hard work of transforming the U.S. health care system. Since 1997, in states and communities across the country, we have been a catalyst for **collaboration, innovation, and action** in health care reform. Additional information about Community Catalyst can be found at [www.communitycatalyst.org](http://www.communitycatalyst.org)

**POSITION SUMMARY**

The Rob Restuccia Health Justice Organizational Fellowship Program Manager will be the staff leader of this new program. The Fellowship Program Manager is responsible for taking the programmatic framework and turning it into an actionable plan that launches the first cohort of Fellows in the Fall of 2020. This position will plan and implement the Fellow selection process, identify program faculty, manage in person and virtual meetings of Fellows, and manage program evaluation. A successful Fellowship Program Manager will be highly collaborative and will build peer teams with others on the Community Catalyst staff, including with those who work in fundraising, communications, and technical assistance.

**Supervision:** Program Manager, Health Justice Fellowship Program will report to the Director, State Advocacy Program and receive additional guidance from the Fellowship Project Management Team.

**RESPONSIBILITIES**

**Program Planning and Implementation**

- Write and execute an annual operational plan and timeline for the Fellowship program, building upon the existing programmatic framework already in place
- Participate in and staff the Fellow selection process
- Collaborate with administrative staff to manage all logistical considerations for in-person retreats and virtual meetings, including: meeting locations, speakers, travel and accommodations
- Partner with communications staff to plan and execute a communications plan to promote the Fellowship to potential fellows and funders
- Collaborate with and provide regular updates to the Restuccia Family, Fellowship Advisory Council and other stakeholders as needed

**Curriculum Development, Faculty and Knowledge Sharing**

- Develop program curriculum and closely collaborate with contract facilitator and external faculty to implement
- Continuously identify and retain faculty and guest speakers
- Share with Community Catalyst staff new training content and lessons learned that can support work with advocacy partners

**Fundraising**

- Work with Community Catalyst development team to raise philanthropic dollars to support the fellowship
- Develop collateral materials to support fundraising, including facilitating video content and the creation of written narratives
- Proposal and report writing in collaboration with other development staff
- Occasional donor outreach
Logistics and Budget Management

- Develop an annual program budget
- Work with part-time administrative staff to manage the travel, facilities, honorariums, and grants for fellows and faculty

Program Evaluation

- Evaluate the Fellowship program and implement improvements

QUALIFICATIONS

Required

- Bachelors degree plus 6 years of relevant work experience, Masters degree 4 years of relevant work experience, or 8 years of relevant work experience
- An entrepreneurial approach - someone who thrives in a startup environment, who is adaptable, a creative problem solver, and results driven
- Demonstrated track record advancing racial justice and/or health equity and working with diverse communities.
- Demonstrated success in curriculum development, training, educational programming and/or organizational development
- 2+ years of fundraising experience and demonstrated success at raising funds from foundations and/or major donors
- Programmatic leadership and/or experience; understands the day-to-day challenges of operationalizing mission-driven work
- A good planner who is highly organized, able to set clear goals and achieve them in a timely manner
- An excellent collaborator, able to build teams of peers that are able to achieve results
- Excellent written and verbal communicator
- Balance communication and maintain accountability with to multiple stakeholders external stakeholders
- Travel: out of state travel will be required for this position. An estimate of 3 to 6 trips per year of a total of 12-20 days in total.

Preferred

- Familiarity with health care advocacy at a local, state or national level
- Direct experience leading or operationalizing fellowship programing

Location: Community Catalyst is based in Boston, MA with additional offices in Pittsburgh, PA; Atlanta, GA; Washington DC; St. Louis, MO; Lansing, MI; and New York City.

BENEFITS & SALARY RANGE

- Salary Range: $68,959—$85,500
- Generous paid time off policy
- Robust benefits package

Applicants should submit a resume with a one-page cover letter briefly summarizing their interest in and qualifications for the position to: jobs@communitycatalyst.org. Please put “Rob Restuccia Health Justice Organizational Fellowship Program Manager” in the subject line.

Community Catalyst is strongly committed to building a work environment that recognizes, respects, and encourages the unique contributions of a broad spectrum of qualified employees. We strive to make employment decisions that support inclusion to
maintain a work atmosphere that is diverse, equitable and promotes family-friendly practices and work-life benefits so that people of diverse backgrounds and lifestyles may grow personally and professionally.

We do not discriminate in hiring based on age, color, ethnicity, race, national origin, primary language, religion, socio-economic status, family status, mental and physical disabilities, veteran status, gender identity characteristics and/or expression, sex, medical condition, sexual orientation or any other classification that is protected by federal, state, or local law.

Through all of our programs, Community Catalyst works to build a better future for all individuals by advancing health equity, focusing on people of color, immigrants, as well as disability, gender, sexual identity and socio-economic status. It is important for our staff to reflect the diverse communities with which we work. People of color, LGBTQ identified people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English are encouraged to apply.