The mission of the Evidence Based Leadership Collaborative (EBLC) is to increase delivery of multiple evidence-based programs that measurably improve the health and wellbeing of diverse populations.

Position: Executive Director
Reports to: Board of Directors (the Board Chair will be available to meet on a regular schedule with the E.D.)
Supervises: Project Coordinator
Schedule: Part time, negotiable based on needs of organization
Status: Contract

About EBLC

EBLC has a plethora of expertise, respected leadership, and academically accomplished and lauded collaborators. In recent years, a number of universities and nonprofit community agencies have worked independently to develop, evaluate and bring to scale evidence-based self-management and health promotion programs for older Americans and adults with disabilities. These programs advance and promote health and wellness in a community setting. Although the programs are readily available for adoption by community-based organizations (CBOs), information is often scattered across many websites, and can be difficult to access.

The EBLC is working to help simplify the process of selecting, adopting, implementing, and sustaining multiple evidence-based programs. Our web site provides a centralized hub of information and resources.

The EBLC is committed to:

- Person Centeredness - Empowering individuals and actively involving them in programs that make a difference
- Effectiveness - Evidence-based programs and focus on outcomes/results
- Collaboration - Multi-sector, Multi-organization and Interdisciplinary – The belief that health is achieved in the community, close to home, and through broad-based collaborations
- Equity - Access, social justice, and respect of diversity
- Sustainability - Programs becoming embedded in an organization and community.

Scope of the Position

This person shares the purpose and vision of the EBLC and has a strong background in organizing and leading community health and wellness efforts.

This executive director will be an experienced leader and a true champion for the EBLC. They must be a hands-on leader, prioritizing building sustainable key relationships, funding pathways, establishing structures and systems required for a newly formed 501 c3 organization.
The Executive Director reports to the board of directors and will be responsible for overseeing day-to-day operations, capacity building and programs. The E.D. is the part of the internal decision-making team on operational decisions, consulting with EBLC Board of Directors and Board Chair, in thoughtful consideration of the institutional memory and knowledge they hold. The ED will work closely with the Board of Directors to support and facilitate effective oversight and direction setting.

Key Priorities and Goals

- Developing resources and materials outlining critical priorities based on historic efforts and emerging areas of interest.
- Promoting funding needs during the FY 2021 federal appropriations cycle and FY 2022 administrative budget development.
- Educating key policymakers, legislative committee leadership, and their staff members about the vital work of the Collaborative and identifying and fostering potential congressional champions.
- Expanding the EBLC footprint in Washington, DC through collaboration with other national aging organizations—such as the National Council on Aging (NCOA)—and engaging national aging coalitions in EBLC’s mission (including the Leadership Council of Aging Organizations (LCAO), the Disability and Aging Collaborative (DAC), and other board resources).
- Coordinate and grow technical assistance offerings that the EBLC is uniquely positioned and qualified to provide.
- All efforts should drive toward the overarching mission to increase the delivery of multiple evidence-based programs that measurably improve the health and wellbeing of diverse populations.
- Pursuing other activities as determined.

Qualifications

1. Expand the Advocacy Capacity of EBLC Members
2. Have high level understanding and appreciation for research and community implementation of evidence-based approaches to community health and wellness.
3. Participate in EBLC Committee meetings and conversations and support the Committee Chairs in leading internal EBLC discussions.
4. Proven track record of grant writing and submission.
5. Increase investment in and awareness of the proven health promotion, disease prevention and self-management programs promoted by the Collaborative among key policymakers and funders.
6. Educate key policymakers, legislative committee leadership, and their staff members about the vital work of the Collaborative and identify and foster potential congressional champions in the new Congress.
7. Closely monitor the budget, especially tracking and problem-solving revenue generation, and expenditures.
8. Support and advance EBLC’s critical work and the Collaborative’s leadership, stakeholders, and subject matter experts.
9. Develop a preliminary dashboard to monitor EBLC’s sustainability in terms of programs, revenue generation and finances, impact and customer service.

10. Seasoned nonprofit manager with successful senior level experience managing an organization (programs, strategy, human resources, finances, and systems/infrastructure)

11. Strategic thinker who is good at making decisions with an understanding of how they impact the big picture

12. Strong strategic fiscal management, oversight and budgeting skills.

13. Good understanding of the operational and back-office systems and infrastructure of a nonprofit (HR, Finance, IT, etc.)

14. Experience working with boards of directors

Specific Responsibilities:

**Human Resources:** Overall responsibility for development, support, and retention of staff and volunteers, including specific responsibility for working collaboratively with the identified Leadership Team to ensure a positive work environment.

**Fund Development:** oversee implementation of strategies to build productive relationships and generate continuing support from foundations, corporate sponsors, and individual donors. Develop, oversee implementation, and monitor financial outcomes from fee generation activities (if these exist).

**Financial Management:** continuous monitoring of financial performance, and development and implementation of revisions to financial strategies as needed. Ensure the maintenance of effective systems for service delivery through budget to actual reporting and the use of fiscal data as a management tool for decisions and timely financial reports to the board of directors.

**Planning and Evaluation:** engage the board and staff in ongoing evaluation of the effectiveness of EBLC’s services and in business planning to identify program, financial, and infrastructure development goals and strategies.

**Community and Partner Relationships:** Build awareness of the impact of EBLC’s work and role in the community. Sustain relationships with key nonprofit, business, and governmental partners to better serve the needs of EBLC’s mission.

**Board Support:** facilitate effective board participation in business planning, financial oversight, community outreach, and fund raising.

**Application Process:** Please submit a resume and cover letter to eblc@eblcprograms.org.

- Subject title: “Transition Executive Director Interest” with attention to Paul Hepfer, Board Chair.