

**TEXAS HEALTH INSTITUTE**  
**Director of Community Health Job Description 2021**

**Title:** Director of Community Health

**Reports to:** Chief Research & Evaluation Officer

**Position Summary:** The Director of Community Health develops, manages, and administers the community health portfolio for Texas Health Institute. This position is located within the Research & Evaluation Team, includes supervision of junior staff and graduate interns, and will work collaboratively with THI's Health Equity Team. The Director of Community Health must have strong research, community engagement, and analytical skills including: ability to conduct quantitative and qualitative research in an applied research setting such as community needs assessments and health impact assessments; exceptional communication and presentation skills; successful grant proposal writing and project management; At least a Master's degree with 7 years of experience is required. Prior experience with health services research, particularly focused on safety net populations (e.g., uninsured, rural populations) is preferred.

Salary Range: \$82,000-88,000

THI is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices based on actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability, or any other characteristic protected by law. Women, people of color (including multilingual and multicultural individuals), LGBTQ+ persons, and people with disabilities are encouraged to apply.

**Major Responsibilities/Tasks:**

- Lead the development and implementation of community health projects including community health needs assessments, program evaluations, and community engagement efforts
- Design qualitative research protocols, and oversee data collection, management, analysis, and synthesis of findings.

- Conduct quantitative data analysis from administrative (e.g., hospital, health care) and public sources (e.g., American Community Survey, Behavioral Risk Factor Surveillance System and others).
- Produce relevant qualitative and quantitative data visualizations and written summaries for a range of audiences including policymakers, community stakeholders, funders, executive leaders, and others.
- Lead writing and editing of reports, presentations, manuscripts, meeting materials, and other deliverables for multiple audiences, with oversight from the Chief Research and Evaluation Officer.
- Identify, review, and synthesize data and information from published literature and web-based resources on various public health topics.
- Lead the preparation of grant proposals and program reports for funders, with oversight from the Chief Research and Evaluation Officer
- Supervise and train junior staff and interns to support literature reviews, data entry and analysis, as necessary.
- Represent TH1 in meetings and conference calls with collaborating organizations, advisory groups, and funders.
- Support TH1 projects and perform other duties as identified and appropriate.

#### **POSITION REQUIREMENTS, KNOWLEDGE, SKILLS & ABILITIES:**

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to perform the essential functions of the job in a satisfactory manner.

**Supervisory Responsibility:** As required.

#### **Position Requirements, Knowledge, Skills & Abilities**

##### **Required:**

- A Master's degree in public health, health administration, social work (MPH, MHA, MHSA, MSW, MSSW), or closely related field and **at least 7 years of related experience**. Preference will be given for experience in health services research with focus on safety net populations (e.g., uninsured, rural populations), and/or at the community level.
- A deep understanding of the public health ecosystem, including topics of community health, health equity, health disparities, and social determinants of health.
- Experience working collaboratively with partners across sectors and with diverse communities in culturally and linguistically appropriate ways.
- Experience with and ability to lead data analysis using statistical software – STATA experience preferred
- Experience with and ability to lead qualitative research, including focus groups, key

informant interviews, and analysis with qualitative software (e.g., Atlas.ti, NVivo)

- Experience conducting program evaluation and communicating actionable results to stakeholders.
- Experience with proposal development.
- Strong writing, editing, and presentation skills, including the ability to explain complex analysis to a variety of audiences, and the ability to write in plain language for lay audience.
- Strong analytical and critical thinking skills, intellectual curiosity, and initiative.
- Strong organizational skills, attention to detail, ability to prioritize and manage multiple tasks, and ability to complete projects under time constraints.
- Exceptional communication skills, including the demonstrated ability to initiate, build and maintain strong relationships with partners.
- Ability to be self-motivated, flexible, and to work independently and as part of a team.
- Ability to meet assigned deadlines, work well under pressure, and on multiple projects.
- Excellent computer skills including proficiency in Microsoft Office applications, such as Word, Excel, PowerPoint, and Outlook

**Nice to Have:**

- Experience with Community Based Participatory Research
- Fluency in a second language such as Spanish
- Past experience in systems mapping or evaluations

**Compensation:**

Consistent with our current salary scale, the salary range for the position is competitive with nonprofit market rate and commensurate with experience. THI offers health/dental/vision insurance, life and short-term disability insurance, retirement contributions, and generous paid vacation, personal/sick leave, and holidays.

**To Apply:**

Please email (subject line: Director of Community Health) a cover letter, the THI application, writing sample and resume to Sherry Wilkie Conway at [swilkie@texashealthinstitute.org](mailto:swilkie@texashealthinstitute.org)

The cover letter should describe your interest in the position and include an explanation of your connection to THI's mission, how your experience meets the minimum qualifications, and how you are prepared for the responsibilities outlined in the job description.

Your writing sample should demonstrate your ability to communicate complex content in an easy to understand manner for readers who may not know about the topic (i.e., simple, clear, concise). **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**