



Robert Wood Johnson Foundation

**Director, Coordinating Center, Leadership for Better Health  
Robert Wood Johnson Foundation  
Princeton, NJ**

The Robert Wood Johnson Foundation (RWJF) is the largest philanthropy in America dedicated solely to health. Since 1972, we have worked to help people, their families, and their communities be as healthy as possible—no matter what their physical, economic, or demographic challenges may be. We do this by providing funding, assistance, and research for projects and programs targeting some of the most pressing health issues in our nation. RWJF has committed itself to a vision of working alongside others to build a Culture of Health where everyone has a fair and just opportunity to live as healthy as possible. Our goal is to help families and communities find ways to make the healthy choice the easy choice, and keep well-being front and center for generations to come. Building a Culture of Health that benefits everyone requires unprecedented leadership and collaboration. No individual, organization, or government program can alter the course of America’s health alone. We must all work together.

Building a Culture of Health is a bold shift that relies on increasing equity and combating the effects of racism and poverty. It requires engagement among leaders who represent every sector and discipline, and communities with limited resources and opportunities. It demands recognition that health is greatly influenced by complex social factors—education, neighborhoods, transportation, income, and faith—in addition to health care. Today’s health challenges are influenced by factors well beyond the clinic walls, from our access to economic opportunity to the safety of our surroundings. To address these factors, we need forward-thinking leaders with a shared vision of what shapes health—and a desire to work together. At RWJF, we are developing a wide network of diverse leaders dedicated to making positive change together.

Reporting to the Managing Director, Leadership for Better Health, the Director of the Coordinating Center has primary responsibility and authority for leading and implementing collaborative activities among the four leadership programs (Health Policy Research Scholars, Interdisciplinary Research Leaders, Culture of Health Leaders, and Clinical Scholars). This includes management, strategy formulation, planning, budgeting, staffing, training and development, and supervision for all Coordinating Center activities and staff in order to meet Center objectives and performance indicators. The Director is also responsible for establishing and monitoring Center performance measures; managing the Center’s strategy and execution within the external environment; and serving as a key spokesperson according to Foundation communication standards and objectives, which includes being conversant with the overall strategic framework and the work of other Foundation teams.

This Director will facilitate collaboration among all the leadership programs, as well as collaboration between leadership programs and other Foundation programs. In addition, s/he will support network-building activities that include leadership program participants, alumni, Foundation grantees, and institutional partners. S/he will also oversee the identification and implementation of technologies that support collaboration and knowledge-sharing across leadership programs.

A successful candidate will have an advanced degree (e.g. MA, MPH, MJ, MBA) and minimum 7 to 10 years of relevant work experience to include a minimum of 3 to 5 years of experience in a complex management and leadership role with direct supervision and extensive people and project management experience. A terminal degree in health or health care related field or equivalent experience is preferred. A combination of education and experience may be substituted for the education requirements.

A strategic thinker, s/he must possess the ability to work beyond the level of an individual contributor, demonstrating excellent leadership and executive skills requisite to facilitate the efforts of others (individual contributors) within an organization as well as to productively oversee, manage, coordinate, and lead them in producing meaningful results.

## Primary Responsibilities

### Collaborative Leadership

- Facilitate and lead the collaboration among the 4 change leadership programs, RWJF staff, and other organizations that support the Change Leadership Program to deliver a network of high impact change leaders.
- Initiate and facilitate cross program learning and improvement as well as administrative and infrastructure supports for collaboration
- Review and implement strategic plans for the 4 change leadership programs.
- Build and support an internal and external culture that supports excellence, teamwork, and collaboration.

### Coordinating Center Management

- Coach, manage, supervise and evaluate center staff members. Assure the development of a comprehensive annual center work plan including the necessary set of program activities to make progress towards the change leadership program goals; allocate the Center's financial and personnel resources towards efficient accomplishment of the work plan.
- Assure the development of a comprehensive individual center staff member work plan including the setting of goals and expectations to support optimum performance and professional development.
- Monitor and develop center staff member growth through skill development and broadening of experience base.
- Contribute to the management and leadership of the Foundation by engaging with directors and managing directors.

- Strengthen and improve management practices across the Foundation.

#### Program Development and Monitoring

- Lead the development of the center's strategic plan including programs, convening, and coordinating, to include managing the integration of the center strategy and work plan into the Leadership for Better Health program plan.
- Manage Coordinating Center Goals: (1) Build and nurture a network of program participant; (2) Curate and shape learning materials that support program participants; (3) Reduce administrative burden; and (4) Assess competencies and fill learning gaps across the 4 programs.
- Work with Evaluation Officer to refine and test performance indicators – create tracking mechanisms, ensure effective and efficient ongoing monitoring of team's overall work. Use rapid cycle learning to adapt center activities.
- Manage verbal and written communications on center plans, activities and performance to senior management and Board.

#### Foundation Responsibilities

- Ensure lessons learned from projects and processes are shared throughout the Foundation.
- Represent the center's vision and strategy in the external environment.
- Convene with other directors/SPOs to assess functionality of center operational environment; identify issues needing attention and bring to the attention of senior management.
- Lead and participate in the internal committees of the Foundation and carry out other responsibilities assigned by executive staff. Participate in Foundation wide projects related to interest and program areas.
- Participate in conferences, seminars, and other professional development activities to maintain and enhance expertise and professional status.
- Perform other projects as assigned.

#### **Attributes of the Ideal Candidate**

- Completion of an advanced degree (e.g. MA, MPH, MJ, MBA) and minimum 7 to 10 years of relevant work experience to include a minimum of 3 to 5 years of experience in a complex management and leadership role with direct supervision and extensive people and project management experience; terminal degree in health or health care related field or equivalent experience preferred.
- Demonstrated experience and a track record leading people to achieve meaningful results; recognized as a leader.
- Demonstrated experience handling multiple priorities effectively; must be adept at organizing time efficiently; must be able to clarify roles and responsibilities for Center staff members; ability to understand and work effectively with team members in the

Foundation's organizational structure; must understand and work within set decision making roles.

- Demonstrated experience leading collaborative or partnership activities across multiple organizations.
- Demonstrated employee development and performance management skills.
- Superior strategic and management skills in order to lead/manage/supervise the team and processes, develop team level strategy, focus on results, and grasp the salient dynamics of the field addressed by the team's strategy.
- Strong written and verbal communication skills; able to synthesize material and focus quickly on the essence of an issue; to identify major opportunities in a specific area; to see the big picture; able to adeptly manage upwards communication.
- Must be creative, flexible; able to work independently and in teams to think imaginatively about opportunities; to create and respond to novel and innovative approaches to addressing an issue; to inspire others to work towards achieving team goals.
- Demonstrated strong interpersonal skills; collegial, energetic, able to develop productive relationships with colleagues, grantees, consultants, external funders, and others who contribute to program development and management.
- Demonstrated maturity and sound judgment. Ability to make decisions, justify recommendations, and be responsive and clear with proposal applicants.
- Demonstrated experience in creating and managing complex budgets across functional areas
- Ability to travel – including for site visits and representing the Foundation at outside meetings.

Salary is commensurate with experience. RWJF provides its staff with a generous benefits package that is designed to attract, reward and retain talented and capable people as well as to reflect the organization's core values.

### **How to Apply**

RWJF has retained Talent Citizen to assist in this recruitment. President Tracy D. Welsh, Senior Associate Maeve Clifford and Associate Connor Daley are leading this search.

Please submit your resume and a cover letter outlining your interest, as well as the reasons why you are best suited for the position and would be a valuable addition to the LBH team. Applications, along with how you learned of the position, should be submitted to: [info@talentcitizen.com](mailto:info@talentcitizen.com).