

**Council of Community Clinics/Community Clinics Health Network**

**JOB OPENING: Director of Programs**

Founded in 1977, the Council of Community Clinics (CCC) is a private, nonprofit association comprised of 16 community clinics and health center organizations operating more than 100 sites throughout San Diego, Imperial and Riverside Counties. CCC is the leading regional primary care and advocacy association and is a superior advocate and thought leader on behalf of its members. CCC has deep and effective relationships with local, state and national health policy officials, other healthcare leaders and the community at large. CCC helps to improve the delivery of healthcare because it offers unparalleled networking and cooperation between members and other constituents and provides important shared resources, particularly its grant writing capabilities that enhance member capabilities across a wide range of areas. The goal of CCC is to help members feel better prepared to meet the future expectations of their patients and demands of the healthcare industry.

The Community Clinics Health Network (CCHN), a subsidiary of CCC, is searching for a Director of Programs to oversee its large implementation team of professionals and to grow its portfolio of diverse programs. CCHN strives to be the leading program development and implementation organization. CCHN's goal is to help primary care partners stretch their limited resources further by securing and managing large grant funded, collaborative programs.

**JOB SUMMARY**

The Director of Programs is responsible for the operations and oversight of a variety of grant-funded and direct contract related programs in support of increasing access to care, and improving health outcomes for primary care patients. This includes developing and implementing collaborative initiatives with member health centers and other community partners, managing grant and contract compliance and efficacy, ensuring timely submission of reports and deliverables, writing status reports, and developing and maintaining effective relationships with existing and potential partners and funders. The Director of Programs will work with the Grant-writer and the Executive Vice President on the development of grant applications. This position supports health center members in developing the necessary human, capital, and operational resources to support members' planned growth. Actively support the Mission of the Council of Community Clinics.

**ESSENTIAL JOB FUNCTIONS**

- Responsible for overseeing and directing multiple programs, including meeting program milestones, deliverables, budget and objectives. Scope of programs is typically multi-year and multi-function.
- Responsible for leveraging resource opportunities to improve efficiencies and cost effective coordination and integration across initiatives.
- Responsible for the developing and implementing operational plans for the delivery of programs.
- Responsible for managing activities and resources of multiple outside partners and/or business areas of the organization.
- Support the business strategies through an integrated portfolio of programs, projects and initiatives across the organization.

- Participates in the development of program success measures and performs periodic assessments of program success.
  - Participates in the development of and communication of grant and contract work plans, budgets, provisions, conditions of awards, etc.
  - Participates in the development of MOUs, LOIs, Contracts, RFP/RFQs.
  - Establishes deadlines for individual tasks and takes appropriate steps to ensure outcomes are achieved on schedule.
  - Recommends and implements changes to programs as approved by funding source.
  - Provides and or secures training and technical assistance for members/partners that are participating in grant-funded programs.
  - Prepares written reports for funders as required.
  - Develop and maintain effective relationships with funders.
- Provides leadership and direction to program staff. Management duties to include training, coaching, counseling and evaluating performance of direct reports.
- Participates in the development of grant applications to private and public funding sources as an operational resource related to program delivery.
- Participates in the development of a comprehensive philanthropy program.
- Participates in the implementation of an established marketing plan and participates in the development of future plans.
- Participates on or leads collaborative committees, workgroups, and events as appropriate.
- Other duties as assigned.

## **QUALIFICATIONS**

### **Skills**

Experience as an effective manager/supervisor is required, with strong skills in coaching and developing employees. Excellent written, oral, interpersonal and presentation skills are required. Must demonstrate skills in grant management systems, including knowledge of available resources, community and business norms. Must be customer service oriented with excellent follow through skills. Must be able to handle multiple tasks simultaneously and be flexible to adapt quickly to changes in the environment. Must possess working knowledge of relevant software and computer systems. Must be skilled at building strong working relationships within the Council, the member clinics and community/government agencies. Should be able to engage others in participative decision-making by building consensus and commitment. Must be prepared to travel within Southern California on a regular basis and throughout the United States for annual meetings..

**Education/Experience**

BS/BA degree in related field; Master's degree is preferred; combination of education and work experience will be considered. Five to seven years experience working in the health care related field is required. Must have experience convening groups, collaborating on activities, and working towards shared goals and objectives.

**PHYSICAL REQUIREMENTS**

- Ability to sit or stand for long periods of time
- Ability to reach, bend and stoop
- Physical ability to lift and carry up to 20 lbs.

**HIPAA/COMPLIANCE**

- Maintain privacy of all patient, employee and volunteer information and access such information only on as need to know basis for business purposes.
- Comply with all regulations regarding corporate integrity and security obligations. Report Unethical, fraudulent or unlawful behavior or activity.

**For consideration, please submit a cover letter and resume to [nhoward@ccc-sd.org](mailto:nhoward@ccc-sd.org)**

**Nicole A. Howard, MPH** | Director of Programs and Fund Development