

National Indian Health Board



Job Description

Director of Public Health Policy and Programs

The National Indian Health Board (NIHB) seeks an experienced Director of Public Health Policy and Programs. The Director will work with the Chief Executive Officer. The Director of Public Health Policy and Programs at the National Indian Health Board (NIHB) fills a senior leadership and management role, and is a member of NIHB's senior management team. The Director serves as an advisor, policy and budget analyst, advocate and strategist. The position requires complex decision-making and extensive collaboration with peers and senior leaders in Indian Country. The position also advances strategic projects and priorities related to NIHB's efforts to improve public health systems, programs and policies in service to American Indian and Alaska Native Tribes, Tribal members and the communities we serve. NIHB seeks an individual who thinks and acts strategically and effectively to help increase the organization's capacity to advance programs, provide research and technical assistance and develop systems approaches that will help improve Tribal public health and promote health equity at the national level.

We seek an individual who has vision, passion, commitment, knowledge, proven skills and a proven track record in achieving measurable advancements in public health infrastructure and capacity, policy and programs for Tribal Communities.

Duties and responsibilities of this position include, but are not limited to the following

- Advances strategic projects and priorities related to NIHB's efforts to improve public health systems, programs and policies in service to American Indian and Alaska Native Tribes, Tribal members and the communities we serve;
- Exhibits positive leadership skills and behaviors, and will lead efforts related to research, policy development, program implementation, partnership building, strategic and collaborative thinking, and fundraising;
- Thinks and acts strategically and effectively to help increase the organization's capacity to advance programs, research, and technical assistance using a systems approach that is creative and entrepreneurial;
- Manages multiple projects concurrently and also supervises a growing team in accordance with NIHB expectations, policies, and procedures;
- Writes grants, writes budgets, and prepares grant reports with supporting documentation in collaboration with grants compliance and program staff, and helps to ensure grants compliance;
- Creates and tracks the annual budget for Public Health Policy & Programs in collaboration with the Chief Program Officer, and gives input to development of the overall annual organizational budget;
- Leads the NIHB Tribal Public Health Summit; supervises the Behavioral Health Conference; assists with the NIHB National Tribal Health Conference; and
- Works effectively and efficiently with all internal staff, stakeholders, vendors/contractors, and others.

Qualifications

Education:

- Required: Master's degree in Public Health, Health Administration, Health Science, Public Policy, Public Administration or similar field.

Knowledge, Skills, and Abilities (required):

- Experience working with Tribes or Tribal organizations;
- A minimum of three years' experience in management of public health programs / projects (should include experience in grant writing, program evaluation, and reporting);

- Experience with federally and privately funded grant operations;
- Excellent written communication skills;
- Strong presentation and oral communication skills;
- Strong organizational skills;
- Ability to multi-task, manage priorities and excel in a fast paced work environment;
- Ability to work with diverse teams of people; and
- Ability to lead and innovate.

This is a full time, Washington DC-based position; up to 25% travel will be required.

To Apply

To be considered, application materials must include:

1. Current Resume or CV;
2. Cover letter expressing why you would like to work with NIHB and what specifically qualifies you for this position;
3. Current salary; and
4. Three professional references.

All application information will be held in the strictest confidence. *Application packages that fail to include the information outlined above will not be considered.*

Send your application in a single PDF to: jobs@nihb.org

Applications are reviewed on a rolling basis until a qualified candidate is secured.

About NIHB

Established by the Tribes in 1972 to advocate as the united voice of federally recognized American Indian and Alaska Native Tribes, NIHB seeks to reinforce Tribal sovereignty, strengthen Tribal health systems, secure resources, and build capacity to achieve the highest level of health and well-being for American Indians and Alaska Natives.

Equal Opportunity Employer: NIHB is an equal opportunity employer and does not discriminate on the basis of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as a parent, membership or non-membership in an employee organization, veteran status, or any other non-merit factor.

Salary and Benefits: Salary is commensurate with qualifications and experience. NIHB offers an excellent benefits package (including, but not limited to, health benefits, 401(k) plan, annual and sick leave, federal holidays).

This position is located in Washington, D.C.