

**Director of Strategic Initiatives
Position Description
The Health Foundation of Central Massachusetts, Inc.**

Position Title: Director of Strategic Initiatives (full-time)

Supervised By: President and CEO

Location: Hybrid (three days per week in Worcester-based office with option to work remotely two days)

Work Hours: Monday - Friday, 8:30 am to 5:00 pm (some evening and weekend meetings as necessary)

Salary Range: \$120,000 – \$140,000 annually

The Organization

The Health Foundation of Central Massachusetts (“The Health Foundation”) is dedicated to improving the health of those who live or work in Central Massachusetts, with particular emphasis on vulnerable populations and unmet needs. Through its unique and impactful approach to grantmaking, The Health Foundation supports community-identified health issues, with health defined broadly to include social determinants of health and with a focus on promoting health equity. As a health conversion foundation launched in 1999 following the sale of the not-for-profit HMO Central Massachusetts Health Care Inc., The Health Foundation’s grants have totaled over \$62 million to 250 unique organizations over its history. The Health Foundation recently completed a new strategic plan for 2026-2030.

Position Summary

The Health Foundation seeks a highly motivated and qualified individual to fill the new Director of Strategic Initiatives position targeting March/April 2026. The Director of Strategic Initiatives will work with the President and CEO to lead major strategic initiatives complementing The Health Foundation’s primary grantmaking and investment strategies and support the organization’s advocacy, capacity building, communications, and community engagement activities, in collaboration with other staff and external consultants and partners as appropriate. This individual will also work to position The Health Foundation as a leader in advancing health equity and regional equity. The Director of Strategic Initiatives will lead development of implementation and monitoring activities for The Health Foundation’s new strategic plan. This individual will also serve as the primary staff contact, other than the President and CEO, for all Board and Committee meetings and activities, including occasional ad-hoc or special subcommittees or workgroups.

The Health Foundation’s approach is grounded in principles of collaborative problem-solving, stakeholder engagement, and empowerment to advance health equity across all grantmaking and programming. The successful candidate will have an ability to work inclusively and establish and maintain relationships with diverse stakeholders including community members representing historically marginalized populations, leaders of grassroots, community-based groups, and capacity-building partners and peers within the philanthropic, nonprofit, and public policy sectors. The position requires humility, flexibility, and the capacity to manage and effectively prioritize among multiple initiatives. Given the small staff team at The Health Foundation, working collaboratively across roles and functions will be important.

Specific Responsibilities

Manage Specific Strategic Initiatives

- Support President and CEO in exploration of potential strategic initiatives and in implementation of selected strategic initiatives
- Develop and manage strategic partnerships with external partners to expand The Health Foundation’s capacity to provide technical assistance and advocacy support for grantees and community partners beyond its grantmaking function
- Identify opportunities for The Health Foundation to take a visible leadership role on issues related to its mission

Director of Strategic Initiatives
Position Description
The Health Foundation of Central Massachusetts, Inc.

- Seek speaking and other opportunities for the President and CEO and prepare presentations and background research as needed
- Plan and manage external events, including public convenings aligned with The Health Foundation's education and advocacy priorities, capacity-building workshops, and other meetings hosted in collaboration with community partners and/or peer funders

Lead Implementation of Strategic Plan

- Develop implementation plan for The Health Foundation's new strategic plan for 2026-2030, including phasing, identification of necessary resources and partners, and development of metrics for evaluation of progress
- Collaborate with staff to support implementation of strategies within specific function areas

Support Communications and Expand Visibility of the Foundation

- Support The Health Foundation's engagement with external communications consultant
- Lead development of content for monthly e-newsletters, website updates, and select social media posts, with execution support from the Grants and Operations Manager and content support from the Program Director
- Help manage the Foundation's social media accounts and presence, staying abreast of current trends and platforms; monitor follower analytics and behavior
- Create and seek opportunities to have The Health Foundation's work and perspectives considered when stakeholders are discussing the state of health and health care in the Commonwealth, especially as these discussions pertain to the region
- Forge, develop, and refine a diverse range of relationships and partnerships with advocates, state, federal and municipal policymakers, and other community leaders to identify opportunities for collaboration on key initiatives and increase the visibility of The Health Foundation's work
- Identify opportunities for the Foundation to take visible leadership role on issues related to its mission

Strengthen Community Engagement

- Represent The Health Foundation at relevant coalition meetings and events throughout the region, including but not limited to Community Health Network Area (CHNA) meetings and report back key learnings
- Support the Program Director on targeted community outreach aimed to promote open grant opportunities and cultivate relationships with diverse potential grant applicants and with current and former grantees to understand community and organizational needs aligned with The Health Foundation's mission
- Develop and maintain relationships with community partners across Central Massachusetts, including those who are not grantees
- Proactively learn about emerging health issues and identify opportunities for The Health Foundation engagement, including grantmaking, technical assistance, and advocacy, across varied communities across the region

Collaborate with President and CEO on Foundation Governance

- Develop agendas, meeting materials, and presentations for Board of Directors and Committee meetings, with support from the Grants and Operations Manager

**Director of Strategic Initiatives
Position Description
The Health Foundation of Central Massachusetts, Inc.**

- Collaborate with staff and legal counsel on policies, including ensuring the Board’s routine review of policies, updating and streamlining policies, and introducing new policies as appropriate
- Seek ways to simplify administrative processes and procedures to ensure that Foundation resources are being maximized
- Develop and oversee onboarding process for all new Directors and Community Members
- Foster Board and Committee feedback and engagement, including meeting evaluations and invitations to The Health Foundation events as appropriate
- Help identify potential candidates for Director and Community Member roles in collaboration with the President and CEO and committee chairs
- Ensure timely completion of Board and Committee meeting minutes

Core Competencies and Required Qualifications

- A minimum of eight years of relevant experience in a nonprofit (e.g., operations, program development, policy & advocacy, and/or learning and evaluation)
- Strong organizational and project management skills, including effective time management and ability to manage and prioritize among multiple tasks
- Proven oral and written communication skills, and ability to analyze and synthesize complex information to facilitate decision-making
- Ability to work closely and collaboratively with the President and CEO and other staff, and also to work independently and as a self-starter
- Demonstrated ability to build and maintain stakeholder relationships
- Experience working with nonprofit boards and committees and understanding of nonprofit governance
- Track record of engaging in policy advocacy and developing relationships with public officials
- Proficiency in the use of Microsoft Office suite programs and Zoom; ability to learn new technologies (including AI) and leverage them effectively
- Deep commitment to supporting nonprofits to improve the health in the region, especially for historically marginalized populations
- Good judgment and discretion, as well as commitment to organizational reputation and confidentiality
- Willingness to maintain flexibility in work schedule in order to meet ongoing organizational needs, including attending evening Board meetings and community events

Preferred Qualifications

- Experience managing social media, including LinkedIn and Facebook, to engage a diverse audience
- Experience with graphic design and proficiency in related software (e.g., Canva)
- Familiarity with tools such as WordPress, Survey Monkey, and Constant Contact
- Preference for candidates with a demonstrated connection and commitment to Central Massachusetts; strong preference for candidates currently living in Central Massachusetts

Benefits & Compensation

- Salary within the range of \$120,000 - \$140,000 will be determined based upon the selected candidate’s qualifications and experience
- Complete benefits package, including health and dental insurance (80% employer-paid), life insurance, short-term and long-term disability insurance (100% employer paid), 401K plan with employer match after one year of employment, three weeks paid vacation and generous personal and holiday time off.
- While we are a small and relatively flat organization, this role provides the opportunity to learn and grow. We support and fund professional development for all staff.

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Location/Travel

The Foundation is currently operating in a hybrid environment with staff generally expected to be in the Worcester-based office three days per week at a minimum and available to attend in-person meetings and events in the region during the work week. Some local travel within Central Massachusetts will be required.

Invitation to Apply

Applicants are asked to submit a resume and a cover letter describing your interest and experience, your connection to Central Massachusetts, and your salary expectation. Please be sure to address all of those areas in your cover letter. If you use AI in the preparation of your cover letter and or resume, you are asked to disclose how you have leveraged the tool.

Applications may be submitted via email to info@thfcm.org with “Director of Strategic Initiatives” in the subject line. The Foundation is an equal opportunity employer and welcomes a diverse pool of applicants.