

**Senior Director of Health Education  
JOB DESCRIPTION**

<b>Position:</b>	Senior Director of Health Education
<b>Reports to:</b>	Chief Mission Officer
<b>Position Type:</b>	Full-time, permanent, Exempt/Salaried
<b>Schedule:</b>	9:00 am-5:00 pm, with flexibility for evening/weekend hours as needed
<b>Travel:</b>	Up to 10% for meetings, trainings, or other events required by the organization
<b>Compensation:</b>	\$95,000 - \$110,000 depending on experience
<b>Benefits:</b>	Employer-paid medical, dental, vision, short- and long- term disability, and life insurance; retirement plan with 3% employer match; 12 weeks paid parental leave; 15 paid holidays and 18 PTO days during the first year of employment.
<b>Location/ Geographic Responsibility</b>	This is a hybrid position which may allow you to perform work from home or a remote site

**Background**

Effective August 1, 2022, the Texas Campaign to Prevent Teen Pregnancy (statewide), Ntarrupt North Texas Alliance to Reduce Unintended Pregnancy in Teens (Dallas), and Healthy Futures of Texas (San Antonio) have merged to improve the well-being of young Texans through equitable access to sexual health education and resources.

**Who We Are**

Healthy Futures is a statewide, nonpartisan, nonprofit organization whose mission is to improve the well-being of young Texans through equitable access to sexual health education, resources and services.

Be a part of the team working to ensure that **all** of our communities' teens have access to sexual health information and reproductive health services. Working together, close to the community, with a passionate, committed, and talented team, you will be able to see the immediate, tangible impact of your work.

We know that diversity makes us stronger and challenges us to think differently every day. We are an equal opportunity employer and seek individuals of all backgrounds, gender identities, and sexual orientations to apply to this position.

## Equity Statement

Given the intersectionality of systemic racism and reproductive health, we will center racial equity in all aspects of our programs and operations, as evidenced by inclusion of equity in our mission/vision/values; staff job descriptions; board recruitment and training; communications and messaging; and policy priorities. The newly combined organization will be an equal opportunity employer and encourages candidates from diverse backgrounds and identities to apply.

## Overview

The Senior Director of Health Education is responsible for accomplishing the goals and deliverables of all collaborative programs in K-12 education, community-based, and Higher Education settings across the state.

Programs under this position's supervision include:

- Sexual health education in school-based and community-based settings through federal grants in Dallas and San Antonio and the Rio Grande Valley.
- Marketing and sales of sexual health curriculum Big Decisions to school districts and charters.
- Sexual health outreach on community college and university campuses through Campus Conversations.
- Development and adaptation of sexual health curricula.
- Development and coordination of program evaluations.

## Roles and Responsibilities

### Budget Management

- Responsible for budget of approximately \$5m in federal grants and subcontracts, foundation grants, and other revenue streams, including participation in annual budgeting process for the organization and monitoring budgets for each project or program managed.

### Program Management

- Manage federal grants supporting sexual health education, including planning, tracking outcomes, evaluation and reporting, in partnership with the finance and development teams.
- Serve as a liaison and representative to the public and other project partners, as appropriate.
- Oversee program implementation including coordination with partners, execution of project plans, tracking and reporting on project performance deliverables.
- Cultivate and foster relationships with project partners, community representatives, and other stakeholders as needed to accomplish project objectives.
- Explore and support the development of new programs and partnerships to best serve organization's mission and strategies.

- Work toward agency metrics as appropriate to the position and programs supervised.

#### Supervision/Talent Development

- Supervise 3-5 direct reports within a department of 25-30 total employees, including setting and evaluating annual performance measures, conducting annual performance review, coaching, and managing any performance issues that may arise.
- Identify and pursue opportunities for staff to gain knowledge/skills relevant to the organization and in alignment with each employee's professional goals.
- Set goals for own professional/personal development (e.g., developing new skills, deepening knowledge of our issue, etc.) and identify specific potential opportunities to seek that growth (conferences, trainings, reading, certifications, membership to professional organizations, etc).

#### Qualifications

- Master's Degree in public health or other relevant field; or equivalent experience preferred
- Demonstrated passion for and 5+ years of experience in the field of adolescent sexual health.
- Strategic thinker with strong leadership skills.
- Demonstrated ability to engage effectively with diverse stakeholders.
- Excellent written and verbal (English) communications skills; including public speaking.
- 5+ years of experience managing programs and projects.
- 5+ years of experience managing federal grants.
- 5+ years of experience supervising staff.
- 5+ years of experience managing budgets.
- 5+ years of experience tracking and reporting on project deliverables.
- 5+ years of experience working in a nonprofit setting.
- Bachelor's Degree in public health or other relevant field from a 4-year accredited college or university; or equivalent experience.
- Bilingual (Spanish) preferred.

#### Competencies

- **Job Knowledge/Technical Knowledge:** Demonstrates a sound working knowledge of the current role, the impact this role has on other business functions within the organization, and as a sound working knowledge of the technical systems, applications, and equipment used to perform this role.
- **Judgment:** Demonstrates the ability to make independent and sound decisions in all situations.
- **Teamwork:** Inclination to be a team player who shares key information with others involved in a project or effort, works in harmony to accomplish objectives, responds

with enthusiasm to directives, and shows support for departmental and organizational decisions.

- **Interpersonal Communication:** Writing and speaking skills necessary to effectively communicate based on the psychological, relational, situational, environmental, and cultural dynamics within a situation.
- **Manages Change:** Knack for being effective and flexible with changing environments, responsibilities, tasks, and people.
- **Problem Solving:** Skills to identify and resolve potential problems by timely gathering and analyzing information.

### Physical Demands

- Ability to sit/stand, work on a computer and at a desk for 8-10 hours per day.
- Ability to lift and carry up to 20 lbs. on an occasional basis.
- Substantial movements (motion) of the wrist, hands and/or fingers in a repetitive manner.
- Manual dexterity sufficient to reach/handle items and work with fingers.
- Close vision (clear vision at 20 inches or less); distance vision (clear vision at 20 feet or more).
- Able to bend, stoop, lift, reach on an occasional basis.

### Work Environment

The environmental factors listed below are representative of the work environment required by the employee.

- When working remotely, access to high-speed internet and a secure dedicated home office or workspace with limited distraction or interference is required; ability to communicate by phone, email, and video.
- Well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation.
- Moderate noise, such as computers and printers, light traffic.

### Work Hours/Schedule

- This is a hybrid position which may allow you to perform work from home or a remote site.
- There will be times this position will require you to work at the organization's home office for meetings, trainings and other events required by the organization.
- This role may require attending events outside of normal work hours (evenings and weekends).
- Work schedule is typically Monday-Friday from 9 a.m. to 5 p.m.

*The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety*

*of the job nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for other work duties not specifically listed herein. Management reserves the right to modify, defer or rescind this position description at any time, with or without prior notice.*

### Application Instructions

Please email a cover letter describing interest and qualifications, a résumé, salary history, and a list of 3 professional references to [careers@healthyfutures-tx.org](mailto:careers@healthyfutures-tx.org). The position will remain open until filled.

Healthy Futures of Texas is committed to actualizing a world, as much as it is in our power to affect, where race and/or other systems that place the value of a human life, people group, or culture within are not determinants for human rights

and/or flourishing. We are committed to reflecting this belief in our work towards an equitable world by centralizing and submitting to the imagination, organization, and administration of ideas and strategies of the marginalized, oppressed, and silenced.

Healthy Futures of Texas does not and will not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, veteran status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

### Employee Acknowledgement

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_