



**Senior Director of Training and  
Technical Assistance**

<b>Position:</b>	Senior Director of Training and Technical Assistance
<b>Reports to:</b>	Chief Mission Officer
<b>Supervises:</b>	Director of Curriculum and Innovation, Director of Texas is Ready and TYFI, and two training managers
<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>	\$90,000 - \$95,000 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>	Austin, Dallas, San Antonio, or McAllen/Edinburg

**Background**

Effective August 1, 2022, the Texas Campaign to Prevent Teen Pregnancy (statewide), (Ntarupt) 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 Training and Technical Assistance (T/TA) directs Healthy Futures of Texas' statewide training, curriculum and innovation, and systems change level activities and is a key member of the dissemination team, helping lead the technical assistance and consulting components of our work across the state with health centers and partner organizations.

The Senior Director of T/TA is principally responsible for all aspects of T/TA program development, planning, monitoring, operations, and evaluation related to HFTX's training and technical assistance services and products, and engaging in business planning to enhance marketing and revenue generation.

The Senior Director of T/TA will assist the Executive Team in implementing the organization's strategic plan as it relates to enhancing the capacity of the T/TA strategy.

Training and technical assistance priorities for HFTX include 1) Increase Impact 2) Center Equity 3) Deliver Operational Excellence.

Programs under this position's supervision include:

- **Texas Youth Friendly Initiative** partnering with health care systems and clinics to train healthcare providers and clinic staff in youth-friendly care practices. This initiative is funded through foundation grants and other funding streams across Texas.
- **Texas is Ready** providing training and technical assistance to school districts, educators, and youth-serving professionals to implement quality sexual health programs in school districts across Texas.
- **Curriculum and Innovation**, is dedicated to maintaining and disseminating own brand curriculum, evaluation, and revisions. This is a revenue generating department within the organization. C&I is also responsible for remaining current on new and emerging programs and

supporting the Health Education team to identify, adapt, and implement quality sexual health education programs.

- **Professional Development and Training** deploys staff throughout the state to train HFTX Health Educators, youth-serving professionals, educators, and healthcare providers.

## Roles and Responsibilities

- **Budget Management**  
Responsible for budget of approximately \$1.1m in federal grants, subcontracts, foundation grants, other revenue generating streams. Participation in annual budgeting process for the organization and monitoring budgets is required for each project or program managed.
- **Programs Management**  
Oversee all training and technical assistance activities and systems change work collaborating with Health Education, Marketing, Community Engagement and Advocacy departments to achieve Strategic Plan goals.
  - Provide communication and administrative support to T/TA team engaging with partners and stakeholders and serve as a liaison and representative to the public and other project partners, as appropriate.
  - Provide oversight, communication, and management of all external partner contracts including coordination with partners and funders, 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 and the HFTX mission.
  - 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.
  - Responsible for coordinating the administrative functions related to T/TA projects including:
    - Organizing and facilitating standing T/TA team-based meetings and engage cross-departmental HFTX staff as appropriate
    - Reporting duties to the Chief Mission Officer and Board.
    - Supervise grant proposals
    - Develop and monitor contracts and renewals, in partnership with the finance and development teams.

- Provide communication to Chief Mission Officer regarding timeline and status of funder requirements including annual progress reporting, fund renewal applications, and program budget management.
- Development
 

Provide leadership and development of a fee for service model for HFTX T/TA services, working with Director of Curriculum and Innovation, and the Director of Texas Is Ready and Texas Youth Friendly Initiative. This work will also require close collaboration and coordination with the Senior Director of Community Engagement.

  - Secure T/TA contracts or grants to expand programming of existing and new programs.
  - Generate fee-for-service income for products and services to sustain and grow the program.
- Supervision
 

Supervise 3-5 direct reports within a department of 5-10 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.
    - Conduct timely and appropriate annual staff evaluations
    - Monitor staff performance, particularly efficiency, effectiveness, and quality of deliverables.
    - Ensure adherence to agency personnel policies and procedures, ensuring fair and equal application.
    - Provide on-site/remote guidance to the department team, as needed.
    - Assist and evaluate staff leadership and program development activities related to training and technical assistance.
- General Organizational Duties
  - Attend staff, management, and program meetings, and staff retreats.
  - Participate in agency functional teams and ad-hoc committees.
  - Actively participate in planning agency-wide activities such as quarterly meetings, Town Halls, volunteer activities, and other events.
  - Provide logistical or on-site support on project activities as needed.
  - Other duties as requested by the CEO or Chief Mission Officer

## Minimum Qualifications



**healthy  
futures  
OF TEXAS**

Advancing informed  
sexual health decisions

- 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 and facilitation
- Demonstrated success in building and scaling programs, by securing and generating income.
- 5+ years of experience managing programs and projects.
- 5+ years of experience managing grants.
- 5+ years of experience supervising staff.
- 5+ years of experience developing and managing complex budgets.
- 5+ years of experience facilitating sexual health education programs.
- 5+ years of experience training adult learners.
- Bilingual (Spanish) preferred.

### Preferred Qualifications

- Master's Degree in public health or other relevant field; or equivalent experience preferred
- 5+ years of experience tracking and reporting on project deliverables.
- 5+ years of experience working in a nonprofit setting.
- 3+ years in sales and business planning

### 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 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.