



<b>Job Title:</b>	Director of Community Partnerships
<b>CCFH Program:</b>	Family Connects International
<b>Location:</b>	Durham, NC
<b>Position Type:</b>	Full-Time, Contractor

**JOB DESCRIPTION**

**Reports to:** Managing Director, External Relations

The Family Connects model is an evidence-based approach to supporting all newborns and their families. By reaching all families in a community, Family Connects improves health outcomes at the population level.

Family Connects International (FCI), the organization that provides the implementation, training and technical support for the Family Connects model, began in 2001 under the leadership of Kenneth Dodge, PhD, with the generous support of the Duke Endowment. Since the first pilot site in Durham, NC, in 2008, the program has expanded to over 40 communities across the nation. FCI is unique from other nurse-home visiting programs for newborns, including those that are universal, because FCI can tailor its evidence-based program, implementation guidance, and policy support to the different contexts of community partners which can potentially lead to a bigger impact for families of newborns as the model is scaled with quality assurance and community accountability

FCI will be transitioning its existing administration that is shared between Duke University and the Center for Child and Family Health into a single non-profit entity in the coming months.

This role reports to the Managing Director of External Relations and partners with other senior leaders for cross collaborative efforts across business strategy, data analysis and evaluation, training and other matters. This role may also lead or provide support to the Managing Director of External Relations in outreach and relationship cultivation with hospitals and health systems, foundations and others.

**Occupational Summary:**

The Director of Community Partnerships advances the high-quality fidelity and scaling of the Family Connects model through leadership on both the community and state-level.

As the key leader for implementation, this role leads the work of supporting community partners in tailoring their implementation and technical support for scaling of the model in local communities. This position leads a team of Implementation Specialists in supporting community partners through the FCI phases of Inquiry (Contracting), Planning (Program Design), Installation (Program Set-up: Hiring/Training), Implementing (Program Deployment), and Maintenance (Certification Achievement and Scaling). To support staff, the Director fosters a collaborative team culture, development and maintenance of efficient and effective processes rooted in implementation science and project management, and data-informed reflective learning for staff and community partners for continuous quality improvement.



**This position will be fully remote and will be paid as an independent contractor through June 2022. There is potential for the role to move to a full-time salary position in July 2022. Hourly rate includes additional compensation to support independent insurance coverage and personal contribution to retirement.**

**Work Performed:**

Personnel Management

- Provide weekly reports to Director of External Relations on ongoing business metrics and priorities.
- Build, lead and develop a high-performing team of implementation specialists consistent with internal process and policy, supporting the team through change management and maintaining a high level of collaboration as well as a positive team culture.
- Oversee strategic planning and performance goals for business unit and individual team members through professional development plans.
- Support Finance team in developing contract proposals and scopes of work grounded in understanding of resource allocation for staffing of projects.
- Support Training Team in the design and development of technical assistance modules and guidance as well as other instructional supports.

Project Management

- Founded in an understanding of Implementation Science and Project Management, support Implementation Specialists in partnering with communities to tailor the implementation process, reporting/evaluations (if of interest) and policy support needs to local communities.
- Provide portfolio management of the community partnerships to adhere to contracted terms of budgets, scopes, timelines to reach certification status.
- Support Implementation Team in coaching certified communities on how best to continue to scale with quality.
- Perform other related duties incidental to the work described herein.

**Required Qualifications at This Level**

Master's degree in a relevant field (e.g., healthcare administration, public policy, public administration, maternal & child health, prevention science, implementation science or public health) or equivalent experience. Proficient knowledge of implementation science and practice frameworks and community engagement.

At least 5 years of management experience with demonstrated training and experience (5-7 years) in project management including budget management.

Proficient knowledge of implementation science and practice frameworks and community engagement.



**Demonstrated experience:**

- Successfully coordinated relationships with cross-sector community child- and family-service organizations, cross-sector state agencies and funders, and/or other local, regional, or statewide leaders and stakeholders.
- Successfully managed complex technical assistance or support projects and teams.
- Applied data and information for research, evaluation, or quality improvement for cross-functional, large-scale initiatives.
- Led projects, professional development opportunities, or activities addressing issues related to diversity, inclusion, and equity.
- Created, refined, and improved organizational guidelines and practices for essential operations.
- Facilitated conflict resolution among staff and/or community partners.
- Presented at local, regional, state, and national-level forums or conferences.

**NOTE:** Due to the ongoing unusual conditions affecting the country because of the COVID-19 pandemic, candidates for this position may be asked to work from home until further notice.

**Travel Requirements:** This position may require some travel once travel restrictions are lifted. Travel may be required up to 15%.

**Physical Requirements:** Extended sitting (up to 8 hours per day). • Keyboarding, • Ability to work in different (changing) locations. • Ability to move or lift at least 50 pounds. • Ability to climb stairs. • Ability to perform duties in an active environment with changes in climate and noise level. • Requires regular kneeling, bending, and sitting on the floor. • Drive in all types of weather. • Ability to travel in air, train, and car.

Salary: \$88,000-115,000

**APPLICATION INFORMATION**

Please email resume and letter of interest to [fcj\\_jobs@duke.edu](mailto:fcj_jobs@duke.edu) (subject line: DIRECTOR OF COMMUNITY PARTNERSHIPS). Applications will be accepted until the position is filled.