**LiveWell Douglas County Executive Director**

**Position Description - DRAFT**

LiveWell Douglas County seeks an Executive Director to provide cohesive leadership and backbone support for this community wellness coalition. The newly created position will be responsible for building and maintaining community partnerships while supporting the core functions of the coalition. The successful candidate will be an entrepreneurial, detail-oriented individual with a shared passion for our mission: Leading a movement to build communities that support the health and well-being of all.

**Responsibilities:** Working in concert with the LiveWell Executive Committee and Leadership Team, the Executive Director will be responsible for the following:

***Budgeting and Financial Management***

* Budgeting: Develop an annual budget for coalition expenses. Prepare budget reports for Executive Committee and Leadership Team meetings. Coordinate with fiscal agents to ensure approved payments are made to vendors.
* Grant writing and fundraising: Pursue external funding sources through grant-writing and partnership development to support activities of the coalition and individual work groups. Coordinate public fundraising campaigns as needed.
* Grant and financial reporting: Complete all reporting requirements for grants and gifts. Prepare annual report for the Executive Committee and Leadership Team, funders, and donors.

***Public Communications***

* Media representative: Serve as the public face of LiveWell Douglas County. Interact with local media and community partners. Coordinate with Lawrence-Douglas County Health Department on distributed media, including providing content for newsletter and social media platforms.
* Community partnerships: Develop and maintain relationships with community partners, including businesses, non-profit organizations, local governments, and community members. Stay apprised of related projects in the community to identify potential collaborations and opportunities for cross-promotion.
* Annual events: Coordinate annual public events of the coalition, including the annual awards celebration breakfast, anniversary events, and other public forums.

***Coalition Management***

* Training and orientation: Provide training and orientation on communication and documentation platforms for new members of the leadership team. CHP alignment: Provide assistance to work groups in aligning work with the Community Health Plan and documentation of those activities.
* Documentation: Document accomplishments of the work groups, coalition, and community partnerships, including documentation of coalition activities related to the Community Health Plan in the Community Check Box. Support data repository coordination with the LDCHD teams as related to LiveWell managed goals of the CHP.
* Membership: Maintain contact lists and communication platforms for work groups and the coalition. Maintain communication and engagement with past, current, and future members.
* Staff and Volunteers: Oversee interns, contractors or other willing volunteers for coalition management.
* Advocacy: Coordinate with the Leadership Team to develop an advocacy agenda for individual work groups and the coalition as a whole.

**Qualifications:**

* Post-secondary Degree, or at least 5 years of nonprofit management experience.
* Strong knowledge of and ties to the community
* Ability to thrive in a fluid, unstructured, entrepreneurial environment
* Ability to work autonomously as well as take direction as needed
* Ability to build relationships with new and existing stakeholders
* Strong computer skills, including the use of communication and financial tools, and various online platforms
* Strong facilitation skills, including ability to work with diverse groups and individuals to a establish goals and develop consensus-based solutions.
* Excellent communication skills, including writing and personal communications.
* Experience working with diverse individuals and groups
* Experience administering and managing grants
* Ability to work evening and weekends



***Vision:*** *Communities where we all thrive.*

***Mission:*** *Leading a movement to build communities that support the health and well-being of all.*

**Our Story**

Established in 2008, LiveWell Douglas County is a cross-sector community coalition that works to improve the health and well-being of residents of Lawrence and Douglas County.

LiveWell began with a grant from the Kansas Health Foundation to the Douglas County Community Foundation to launch an initiative aimed at reducing chronic disease by promoting healthy eating and active living. Since its initial convening of a steering committee to leverage and coordinate community-based efforts to encourage healthy lifestyles, LiveWell has grown to include hundreds of community residents and scores of community partners. Since 2013, LiveWell has adopted the Douglas County Community Health Plan and has led efforts in the areas of nutrition and physical activity.

Local achievements are numerous, and include the founding of WorkWell Lawrence, Lawrence Complete Streets, establishing marathon clubs at local schools, establishing and growing summer food programs in Douglas County communities, building trails at Eudora Elementary School, Double Up Food Bucks, a FuelGood initiative to bring healthy foods and beverage options to public spaces, increased food recovery and redistribution efforts, and creation of the Lawrence Loop.

We’ve seen improved access to nutritious food, increased connectivity of bike and pedestrian networks, programs that support the health of our youth, support for healthier work environments, initiatives to curb tobacco use, and work to prevent sexual violence. As we look forward to the next 10 years, we hope to build on these successes while addressing gaps and inequities in health through the type of strong, community-based support that LiveWell was founded on.

**Our Future**

LiveWell has a strong base of engaged community stakeholders. LiveWell would like to seize the opportunity to accelerate the growth of the work by providing staff support for grantwriting, communications, and to strengthen community engagement. This staff support will further leverage the incredible in-kind donations of time provided by community members, and would allow dedicated time for securing additional support and resources to expand LiveWell’s efforts in Douglas County.

An investment of $XX,XXX from key community partners would enable LiveWell to hire a staff member to advance its critical mission of leading a movement to build communities that support the health and well-being of all.