



OEA Choice Welfare Benefit Trust Position Description

Position: Director of Strategic Partnerships - Exempt

Reports to: Executive Director

Summary and Primary Purpose:

This leadership role promotes the holistic well-being of Oregon's public education employees by supporting education communities in addressing the critical connection between equity and well-being. This work involves understanding and responding to the current needs and priorities of Oregon education employees who identify as Black, Indigenous, people of color (BIPOC), LGBTQA+, disabled, classified employees, and others who have been historically excluded from guiding decisions or norms that impact their well-being. This position will work closely with the Executive Director as a thought-partner in setting annual and long-range strategic plans for the organization and informing program improvement. This position interacts with the Board of Trustees and is part of the leadership team. In any absence of the Executive Director, the Director of Strategic Partnerships serves as a designated co-interim leader, in collaboration with two other positions on the leadership team to ensure the continuation of the Trust's partnerships and operations.

The Director of Strategic Partnerships will stay informed of evolving best practices and serve as a subject expert in holistic and human-centered workplace well-being, as well as in Oregon's public education systems and policies related to employee well-being. This role is responsible for leading and overseeing the development of new partnerships, collaborations and initiatives, as well as identifying subject experts with whom to consult to ensure the Trust's initiatives align with best practices and respond to current or emerging needs. This work involves understanding and navigating the complexity of diverse experiences, resources and needs among education employees who may work in very large to very small organizations/communities and in remote, rural, metro area, or diverse geographic regions. They will represent the organization publicly at Trust-hosted events, partner conferences, speaking engagements, and by participating in committees or task forces related to the Trust's work. This position requires occasional travel, locally and statewide.

This position will apply an equity lens to all work and ensure the organization's commitments to diversity, equity, inclusion, justice, and accessibility (DEIJ+A) are integrated into community outreach and engagement, partnership development, event and initiative design, evaluation, and internal policies and practices.

Essential Functions and Responsibilities:

Partner Relations; Project Management; Contract Management – 50%

- Meaningfully cultivate connection, support, and build new relationships with diverse audiences of public education employees, with a specific focus on those who have been historically excluded or underrepresented in well-being programming.
- Oversee the planning, coordination, and delivery of virtual and in-person education employee well-being conferences, regional convenings, support for affinity spaces, professional development workshops, and networking opportunities in collaboration with the Trust team and key partners.
- Collaborate across professional roles and functions to empower public education communities to nurture a culture of well-being for all their employees.
- Attend and exhibit at key partner conferences to foster connections and promote OEA Choice Trust benefit offerings and convening opportunities.
- Co-design well-being professional development opportunities for public education employees with input from partners. Co-present or facilitate learning opportunities at conferences that meet the needs of specific audiences or identify outside facilitators to meet the identified needs.
- Perform interviews, assessments, or an RFP process if necessary to identify and prudently select the service providers best equipped and able to deliver benefits and programs addressing employee well-being needs.
- Work with contractors and third-party providers to manage contract, scope of work, deliverables, and contract budgets to ensure prudent use of Trust funds and mission-aligned deliverables. Draft or review contract language.
- Clearly outline goals of initiatives, document progress and lessons learned, and ensure timely completion of deliverables.
- Develop and manage reporting and financial tracking of strategic partnership activities.
- Recruit event planning committee members and oversee collaborative planning process to ensure event programming and logistics align with the Trust's equity commitments.

Evaluation, Needs Assessment and Subject Knowledge – 20%

- Serve as a bridge builder between health and education, and well-being and equity. Translate the best practices of employee health and well-being into the social context of public education systems.
- Participate in evaluation administration to establish key goals and questions related to the effectiveness of partnerships, initiatives, or events to inform future planning. Share findings with board and staff.
- Stay informed of evidence-based research and federal and statewide laws, policy changes, initiatives, and funding changes that impact public education sectors and/or workplace well-being trends.
- Work with staff and outside collaborators on the thoughtful creation, revision and curation of well-being resources for education employees.
- As requested, provide consultation or advanced technical assistance on systems change, public health, or well-being program best practices to program/grants team members, program partners, and education communities.

- Consult with field experts and those with lived experience, and participate in workgroups or associations, to maintain subject knowledge in the evolving best practices around holistic well-being and cultural change strategies.
- Transfer knowledge and lessons learned in the field to Program/Grants staff and introduce key partner contacts to other staff as appropriate.

Supervision and Internal Collaboration specific to Engagement Communications – 20%

- Supervise, manage, and coach Community Engagement Coordinator(s) to ensure their growth and success in the position.
- Participate in hiring, onboarding, performance reviews, professional development.
- Lead the Community Engagement Coordinator in developing the outreach plan and strategies for ensuring equitable community engagement and communication of benefits and initiatives.
- Collaborate and offer guidance with internal teams in the development of communication and outreach strategies to reach diverse audiences.
- Oversee the implementation of pilot projects or customized partner initiatives.
- Other duties as assigned by the Executive Director.

Strategic Planning, Development of Initiatives and Budgets – 10%

- Collaborate with the Executive Director in setting strategic priorities and goals and identifying collaborative partnerships that are aligned with the mission and directives set by the Executive Director and Board of Trustees.
- Develop vetting criteria and processes to screen and select third-party services and service providers, keynotes, and facilitators to ensure benefits offered are equitable, accessible, trauma-informed, strengths-based, culturally appropriate, and align with strategic directives and vision for holistic well-being.
- Collaboratively develop project budgets related to new initiatives, conferences, contracted partner collaborations, and sponsorships.
- For initiatives that will be offered more broadly, work with leadership to transition from a pilot phase or customized initiative to a standardized program or benefit offering.
- Collaborate as part of the leadership team. Use cross-functional collaboration to align external partnerships and resources with services and grant programs, and internal team strategy.

Required Skills/Experience:

- College degree and/or combination of related experience.
- 7-10 years of professional management-level experience in public health, education, workplace well-being programs, or related field.
- 7-10 years of demonstrated experience in strategic planning, partnership building, and strengths-based leadership.
- Multiple years of experience in leading or implementing initiatives to align organizational practices with values of diversity, equity, inclusion, accessibility, justice, and trauma-informed care.

- Demonstrated understanding of the intersection between equity and employee well-being, and how organizations design their ecosystems to promote the health, well-being and resilience of employees.
- Typically, three or more years of experience as a supervisor, or related experience.
- Proven project management and event planning skills; ability to conceptualize goals and focus areas, forward plan, prioritize work, lead event implementation, and follow through to produce deliverables by planned deadlines.
- Demonstrated genuine interest and commitment to equitable well-being in service of Oregon public education employees.
- Demonstrated application of trauma-informed practices within supervision, service delivery, communications, and partnership building.
- Experience in a leadership role addressing big picture and long-term strategy in complex systems.
- Open to direction, collaborative work style and commitment to collective decision making and working across diverse cultures and styles.
- Excellent written and oral communication skills. Must be able to communicate clearly and effectively orally, in writing and with individuals and groups in-person and in virtual settings. Strong public speaking skills.
- Demonstrated excellence in facilitation and team building to mobilize groups to affect organizational systems and culture change.

Able to use a computer, virtual meeting and project management software, and other office equipment. Experience with Microsoft 365 or other comparable software and web-based system.

Preferred Skills/Experience:

- Experience building collaborations with and engaging education, health, community leaders, and other partners in system-wide initiatives.
- Excellent organizational and analytic skills.
- Attention to detail and follow through ability.
- Excellent interpersonal skills, collegial, energetic, able to develop generative relationships with colleagues, grantees, consultants, and others who contribute to program development and success.
- Ability to make decisions, justify recommendations, and be responsive and clear with staff and all stakeholders.
- Experience developing and managing project budgets.
- Experience developing reports and presentation materials.

Working Conditions and Environment:

- Works in an office environment 2+ days per week, with option for flexible hybrid remote work schedule, as agreed upon, if desired.
- We are committed to and engaged in trauma informed work with partners and education employees because of its intersection with holistic well-being and equity. This is an inherent part of being ambassadors of the Trust’s mission and current strategic directives. We recognize that advancing this work requires emotional labor and fortitude.
- Requires in-state travel with overnight stays to attend conferences and participate in partner events and meetings. Available for 20% travel.
- Requires valid driver’s license with an acceptable driving record.
- Requires current copy of auto insurance declaration page.

- Ability to be flexible with work hours including occasional nights or weekends.
Typically requires ability to lift and carry 25-30 pounds.

Job descriptions are a summary of a position's duties and responsibilities. They are descriptive in nature and do not necessarily define every function of a position.