

## Summary Position Description

### Executive Director- The Wellness Center at the Historic General Hospital

#### About The Wellness Center

Formed by a partnership between First District Los Angeles County Supervisor Gloria Molina and The California Endowment, the Wellness Center at the Historic General Hospital will house like-minded nonprofit organizations that have the vision of making Boyle Heights a healthier community. Its tenants will provide services that strengthen the efforts of forward-thinking philanthropists, foundations, advocates and organizations to make the world a better place.

Organizations sharing space realize cost efficiencies and increased efficiency and gain access to new ideas, potential partners and expanded opportunities.

The Wellness Center at the Historic General Hospital will offer a comprehensive solution to the nonprofit workspace challenge that provides a triple bottom line advantage: *Economic, Social and Environmental*. It will:

- House multiple nonprofit tenant organizations;
- Provide nonprofit organizations with office space at no cost;
- Facilitate sharing services that might otherwise be prohibitively expensive (e.g., conference and meeting space, kitchen facilities and technology infrastructure);
- Provide green space/park environment for use by the Boyle Heights and surrounding communities;
- Foster opportunities for collaboration and space for community events; and
- Serve a diverse client base (e.g., youth, seniors, environmentalists, people of color and artists)

#### Mission

To inspire healthy living by providing culturally accessible and engaging programs including diabetes maintenance and prevention, nutrition counseling, weight loss, indoor and outdoor physical activity, dental care and life skills for patients with special needs or chronic disease, as well as community building and empowerment activities that advance prevention and community health.

#### Vision

We envision a healthy and vibrant Wellness Center that supports and empowers individuals and families to gain the knowledge and resources to prevent and manage chronic diseases and instill and inspire healthy behaviors. It is a safe space where residents can gather and engage in community building activities to improve community environments that impact health and where nonprofit organizations, county departments, and community stakeholders will work collaboratively to promote prevention and advance community health.

#### General Summary of Executive Director's Role:

The Wellness Center Director reports directly to the LAC+USC Foundation's Board of Directors and is responsible for the overall management of the Wellness Center and outdoor facilities including, but not limited to, leadership, strategic and overall planning, Board of Directors relationships, budgets and finances; human resources; public relations, marketing, and outreach; staff, customer, and vendor communications; new

business development, strategic partnerships and fund development; facility operations and project management. He/she acts as the chief of the organization and is the spokesperson to government agencies, community organizations, and the public. These duties may be reasonably modified at the Board's discretion from time to time.

The Wellness Center Director must have sensitivity to and experience with nonprofit organizations' business planning activities, be an astute and effective team-player and relationship builder, possess a resourceful, entrepreneurial spirit and have a high comfort level working in a diverse environment. Some background in real estate and facilities management is desirable.

**Principal Duties and Responsibilities:**

The Executive Director is the leader and public face of the organization. With the guidance of the Los Angeles County First District Supervisor's Office, the LAC+USC Medical Center Foundation Board of Directors (Board), and consultants, the Executive Director has accountability for all aspects of The Wellness Center's operations, and for integrating them all in support of the organization's mission. Specifically, he/she:

- Serves as the steward and spokesperson with respect to The Wellness Center's mission and core values
- Develops and recommends the long- and short-term goals to be pursued, together with basic strategies for achieving them and milestones for measuring progress for Board approval.
- Oversees and is ultimately accountable for effective implementation of the strategies selected and for achievement of the goals and objectives established by the Board.
- Performs the other executive leadership and oversight functions associated with effective and efficient operation of an organization carrying on a multitude of activities at The Wellness Center and in the Boyle Heights and surrounding communities
- Develops and oversees data collection and analytics plan to assess the effectiveness of The Wellness Center for referred patients and containing health care costs within the referral network
- Successfully manages property at The Wellness Center in such a manner as to provide stable, affordable, mission enhancing facilities where the social impact of the tenant organizations is enhanced through the development of collaborative tenant and vendor relationships, and cost-effective shared services. Responsibilities range from facility maintenance to vendor procurement and management of facility improvement projects.

**Requirements:**

- Minimum of ten (10) years full-time experience or equivalent in management and a demonstrated commitment to high professional ethical standards and a diverse workplace.
- Graduate degree from an accredited university, college, or institution of higher learning
- Highly advanced communication and other interpersonal skills, together with acute cultural sensitivities and deep familiarity with the issues that face disadvantaged families in large, culturally diverse urban areas.
- Effective public speaking experience including strong listening and conflict resolution skills.

- Ability to plan and prioritize tasks effectively; work well under pressure and adjust to multiple and competing demands; possess excellent time management skills with attention to detail; demonstrate leadership and vision in managing staff groups and major projects or initiatives.
- Experience with grant writing and managing grant procurement is desirable.
- Ability to work closely with the medical service community and to coordinate care between medical providers and Wellness Center clients.
- Demonstrated ability to oversee and manage staff, finances and other resources effectively and accountably
- Rock solid personal integrity, as demonstrated throughout his/her career. Demonstrated effectiveness at working with a Board is a plus.
- Inspiring and engaging, with an easy, open manner.

**Salary Range:** \$100-\$125K/year

**To apply or for further information, please contact:**

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**Position will be open until filled.**