



OPERATIONS DIRECTOR – ANDY HILL CANCER RESEARCH ENDOWMENT FUND

Remote Position (City is flexible, within Washington State)

Our vision at **Empire Health Foundation (EHF)** is that health is a fundamental human right! EHF boldly advances health equity in Eastern WA and beyond. Every investment we make goes toward creating measurable, sustainable health improvements. Our work is aimed at addressing these problems, investing in sustainable systems change that results in healthier, more vibrant communities for all.

The **Andy Hill Cancer Research Endowment (CARE)** was created in 2015 by the state legislature to promote and invest in cancer research to improve the quality of life of the people of Washington. The Washington Department of Commerce contracts with Spokane-based Empire Health Foundation (EHF) to serve as Program Administrator for the CARE Fund. EHF is responsible for working with expert scientific review panels to provide independent evaluation of grant applications and administer grants to fund cancer research.

Job Summary

We are looking for a results-driven and ethical team leader to add to the team! Do you have a knack for building internal systems and leading diverse teams? The Operations Director will have the opportunity to strengthen and build the internal operations of the CARE Fund through creating sustainable, efficient systems and processes, including developing and executing operational plans that support the CARE Fund's growth to advance its mission.

Responsibilities include overseeing daily operational functions, streamlining management systems, monitoring budgets, supervising grants management, improving business efficiency, and achieving state performance audit requirements.

Essential Job Functions

- Manage and improve the efficiency of organization's operations;
- Manage administrative and grants management staff;
- Guide operating methods, disbursement of grant funds; improving information systems;
- Determine and implement appropriate information systems/grants management systems;
- Optimize team performance and invest in the professional development of each team member;
- Develop and document operating procedures and policies;
- Harmonize operations with Program Administrator departments (Empire Health Foundation Human Resources, Communications, Finance, etc.)
- Develop and carry out projects to support sustainability efforts;
- Budget management and oversight;

- Ability to travel statewide, occasional national travel, as necessary;
- Perform other related duties as assigned.

Qualifications

- Minimum 7+ years of relevant work or lived experience; Master's degree in Business Administration, Public Health, or related fields is a plus;
- Demonstrated ability to oversee projects (from concept to evaluation);
- Demonstrated ability to determine and implement appropriate organizational changes to improve operations;
- Demonstrated experience in leading teams and developing staff;
- Strong skills and experience in forming and maintaining professional relationships;
- Experience working remotely and leading remote teams;
- Familiarity with and understanding of state agency / government processes;
- Experience with program or project management;
- Experience in complex, multi-year grantmaking or research administration is ideal;
- Proficient with Microsoft Office Suite and Microsoft Teams.

Skills

- Commitment to equity and social justice, and an understanding of health equity;
- Strong team leadership skills;
- Superior interpersonal, verbal, and written communication skills;
- Strong ability to exercise independent judgment and initiative;
- Ability to present information, both written and verbally, in a concise, understandable and relevant way;
- Seeks creative solutions;
- Demonstrated ability to organize people to foster a culture of innovation;
- Demonstrated ability to see tasks and goals through to completion;
- Active listening skills.

Please send a resume and cover letter with your salary requirements to Rebecca Johnston at rebeccaj@empirehealthfoundation.org. EHF serves a diverse community and encourages applications from qualified individuals who reflect the growing diversity that enriches Spokane and the surrounding counties.

Empire Health Foundation is an EEO employer.