

POSITION PROFILE

Director of Strategic Operations

Episcopal Health Foundation

Houston, Texas



ABOUT EPISCOPAL HEALTH FOUNDATION

Episcopal Health Foundation (“EHF” or “the Foundation”) is rooted in the pursuit of equity and believes all Texans deserve a fair and just opportunity to be healthy. EHF is committed to transform the health of communities by going beyond just the doctor’s office.

EHF believes health is much more than seeing a doctor. Access to affordable medical care is vitally important, but it’s only 20% of what contributes to a person’s overall health. The remaining 80% is determined by social and economic status, health behaviors, community safety, physical environment, and much more.

By providing millions of dollars in grants, working with community partners and congregations, and providing important research, EHF supports solutions that address the underlying causes of poor health.

EHF was established in 2013 after the transfer of St. Luke’s Episcopal Health System. With more than \$1.1 billion in estimated assets, the Foundation operates as a supporting organization of the Episcopal Diocese of Texas and works across 80 Texas counties.

EHF chose to focus on improving community health, rather than just health care, because the opportunity for good health starts long before one needs to see a doctor. Health systems need scalable solutions to address non-medical factors that impact health. EHF was created as a community-based philanthropy to spark transformative change serving more than 15 million Texans.

For more information please visit the [EHF website](#).



THE OPPORTUNITY

Episcopal Health Foundation seeks a **Director of Strategic Operations** (“Director”) to serve as a strategist, advisor, and project manager to the President & CEO. This role will champion strategic initiatives internally, forge organization-wide collaboration to achieve strategic objectives, develop and track progress against annual workplans, aid the CEO in all internal communication matters, and partner with the CEO in communicating with the Foundation, thought leaders, and other external constituents.

The Director will report to the President & CEO and will be an active member of the senior management team.





The Director of Strategic Operations will hold the following key responsibilities:

Direct Support of the President & CEO: Work with the CEO to set strategic priorities for the CEO; strategically manage the CEO's time over the course of the year; serve as an entrée to and proxy for the CEO to multiple internal and external constituencies; set priority meetings/events and develop agendas, prepare CEO for meetings/events, and lead follow-up after meetings/events.

Communications: Draft and edit public statements for the CEO with the Chief Communications Officer; support internal communications between the CEO and Foundation staff to ensure coordination, clarity, and transparency; coordinate the Foundation's strategic participation in conferences and publications.

Advise the President & CEO: Serve as a trusted advisor to the CEO, providing candid opinions and constructive feedback on all matters pertaining to the Foundation; contribute to the CEO's decision-making and problem-solving by providing timely relevant information and recommendations.

Manage Special Projects: Support the Foundation's strategic planning processes; assist the CEO in Board matters including preparing for Board & Committee meetings and supporting Board members as needed; plan for special events such as community meetings.

Provide Leadership for Foundation Equity Strategy: Lead the Foundation's equity strategy in partnership with the CEO; maintain the function of the Foundation's core equity workgroup and spearhead staff equity learning; serve to streamline and align the Foundation's various equity initiatives; monitor DEI practices, trends, and laws to inform equity initiatives; partner with the CAO and senior leadership to integrate DEI into divisional work, people strategies, and organizational culture.

Provide Strategic Learning: Facilitate the development of an organizational learning agenda to be supported by staff learning conversations, staff retreats, and the development of strategic learning practices; develop and support structures for continuous and emergent learning for the Foundation staff, the Board, and for grantees and other partners.

CANDIDATE PROFILE

The Director of Strategic Operations of Episcopal Health Foundation will have the following professional and personal qualities, skills, and characteristics:

PASSION FOR THE MISSION, COMMUNITY, AND HEALTH EQUITY

The Director will embody the values and mission of Episcopal Health Foundation and, as a result, will inspire and motivate others. They will thrive in an innovative and collaborative environment with people who are passionate about their work and mission. The Director will be driven by a deeply rooted passion for making a positive difference in the lives of others. More specifically, this leader will be a subject matter expert in the health sector (public and community), the philanthropic sector, and/or the nonprofit sector. The Director will be results-oriented and tirelessly committed to inspiring new and continuing partners to invest in the wellbeing of the communities that the Foundation serves. They will have an eye consistently focused on the future and how to best adapt the organization to its changing environment. The Director will be an individual of unquestioned integrity, ethics, and values — someone who can be trusted without reservation.

STRATEGIC LEADER WITH STRONG EXECUTION AND COMMUNICATION SKILLS

The Director will have a proven record of converting strategy into effective execution, bringing with them experience setting priorities within an organization, reliable organizational and process management skills, and a strong ability to collaborate and create efficiencies across departments. They will be an assertive and results-oriented leader with the ability to translate the Foundation's priorities and goals into clear objectives for organizational leadership and staff. The Director will be a builder with the ability to set priorities decisively, delegate responsibilities, assure accountability, and allocate resources to ensure results. They will partner closely with the CEO and the senior management team and will be a proactive communicator at all times.

LEADING THROUGH INFLUENCE AND RELATIONSHIP BUILDING

The Director will be skilled at building effective relationships at multiple levels within a dynamic environment. They will have demonstrated the ability to quickly build trust and credibility with people. The Director's style will be organized and efficient while at the same time inclusive, contributing to the building of consensus and recognition of teamwork. It is imperative that they are an excellent and persuasive communicator with exceptional written, oral, interpersonal and presentation skills, and the ability to foster an atmosphere of collaboration and partnership across the organization. To this end, the Director will inspire others to think entrepreneurially and embrace new ideas.

ADVOCATE OF DIVERSITY, EQUITY, AND INCLUSION

The Director will come to the Foundation with credible experience and proven results in DEI work. This leader will have a natural inclination to serve as an equity leader across the entire organization and in the field, including a vision for how the Foundation's mission and work is connected to broader social justice movements. Equipped with a multi-faceted understanding of the evolving DEI landscape and best practices, the Director will help EHF and its community develop a shared language and tools to promote engagement and understanding of issues relating to DEI. Moreover, this leader will be skilled in supporting others as they develop awareness, comfort, and confidence to address these types of issues. Most importantly, the Director will be energized by the prospect of helping to shape the Foundation's equity framework and organizational strategy.



COMPENSATION & BENEFITS

Salary is competitive and commensurate with experience. The salary range for this role is \$145,000 - \$165,000 with a robust benefits package.

CONTACT

Koya Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Marissa Delgado, Judene Hylton, and George Theotokatos of Koya Partners have been exclusively retained for this search. To express interest in this role please submit your materials by [filling out our Talent Profile](#) or email our team directly at EHFDirector@koyapartners.com. All inquiries and discussions will be considered strictly confidential.

Koya Partners is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email NonprofitSearchOps@divsearch.com. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

ABOUT KOYA PARTNERS

Koya Partners, a part of Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—The Right Person in the Right Place Can Change the World—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

Learn more about how we can help you with your search on the [Koya Partners website](#).