

Position Specification

Community Catalyst

Executive Director

Private and Confidential

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Ref: Executive Director
Community Catalyst

Our Client

Community Catalyst is a national, non-profit consumer advocacy organization founded in 1998 to organize and sustain a powerful consumer voice to ensure that all individuals and communities can influence the local, state and national decisions that affect their health. Working in more than 40 states and at the federal level, Community Catalyst has built a consumer health advocacy movement from the ground up. The organization provides leadership and support to state and local consumer organizations, policymakers, and foundations working to change the health care system so it serves everyone – especially disadvantaged constituencies and communities.

Through a staff of approximately 65 employees, including experienced policy analysts, attorneys, community organizers, and communications specialists, Community Catalyst works with advocacy partners and other stakeholders in communities across the country and in Washington D.C. Community Catalyst has helped these organizations develop the skills and build power to achieve wide-reaching reforms in many areas including health care affordability, health equity (including, but not limited to, a commitment to gender, racial and economic equity), quality, Medicaid policy, prescription drug prices, provider accountability, and diversity in the health care workforce. Community Catalyst's contributions range from policy analysis and technical assistance to managing national campaigns involving dozens of organizations. Its contributions have evolved over the past 20 years, with growing capacity and engagement over the last decade to influence national policy and support selective political action in states, the latter through a 501c(4) subsidiary.

Community Catalyst has an annual budget of approximately \$17 million, derived from a variety of sources. Historically, much of this revenue is derived from grants from private foundations, representing many of the largest funders in the country. In addition to this institutional funding, Community Catalyst has a small but important group of major donors with potential for expansion. Community Catalyst's Center for Consumer Engagement in Health Innovation also has established a contract-based, fee-for-service consulting program expands the organization's interactions with and influence over the practices of major health care systems around the country.

To learn more about Community Catalyst, please visit: <https://www.communitycatalyst.org>.

The Role

For its next Executive Director, Community Catalyst is seeking a leader with a combination of vision, intellectual breadth, and practical experience who will build upon the organization's rich legacy and advance its mission in a dynamic and uncertain environment. The Executive Director will enhance the reach and influence of the organization on increasingly complex issues impacting health equity, including social factors affecting community health as well as affordability, access and delivery of care. They will serve as a leading voice in the health care justice movement.

Reporting to, and working closely with, the Board of Directors of Community Catalyst, the Executive Director will be responsible for the strategic, programmatic, financial, and operational leadership of the

organization. They will ensure that the integrity of the organization's governance and programs are aligned with the organization's values and goals and will foster an environment that values and encourages creativity, innovation, diversity, and collaboration.

The Executive Director will be a dynamic and inclusive leader and will work closely with Community Catalyst's Board, staff, funders, network of partners, and other key audiences to articulate and execute the future strategy and agenda of the organization. They will ensure that Community Catalyst continues to be relevant, influential, and respected within the field of health policy and grassroots advocacy for health system change, and will be engaged at the national, state, and local levels. Further, the ED will inspire and support the senior team to develop new and innovative programs that establish powerful paths of influence for constituency engagement and empowerment, with a focus on continuing to build capacity in communities that are the most vulnerable and have been historically marginalized. The successful candidate must work to ensure Community Catalyst remains a leader in the field of health justice and should personally develop and show commitment to deepening relationships with the state and local organizations that are the heart of Community Catalyst's work.

An important part of the role of the Executive Director will be to generate enthusiasm and support for the Community Catalyst's mission and programs, which may be achieved through fundraising, but also includes their own public profile and interactions with funders, policy makers, and other key opinion leaders. They must be able to nurture existing funding relationships and cultivate new sources – across multiple revenue streams including corporate, foundation, and individual/high net-worth donors.

Candidate Profile

The successful candidate will be a person of stature, deeply valued for their professional contributions to the health care field, independence of thought, integrity of character, and credibility in policy circles. They will be respected across the nexus of research, policy, and implementation and movement-building, and will demonstrate not only intellectual curiosity and rigor, but also an understanding of how to develop and drive change. The Executive Director will have demonstrated familiarity with the health justice movement, and the policy and advocacy arena at the national and community level. They will possess the ability to deepen relationships with Community Catalyst's donors, partners and aligned stakeholders across the country, as well as work to cultivate new connections.

The Executive Director will be an inspiring, inclusive, and generous leader committed to a non-hierarchical, collaborative, and diverse work environment and will have the ability to recruit, support, and retain top talent. They will have the self-confidence to encourage constructive and respectful dissent and allow the organization to flourish while also fostering a diversity of views.

In addition, the Executive Director must be an able and disciplined manager, able to steer Community Catalyst as the organization evolves its strategic roadmap for the future, delivers on existing commitments, and expends its financial and other resources efficiently. In addition to these strategic capabilities, they must be equally adept at rolling-up their sleeves to drive execution, including an ability to identify, foster, and maintain relationships with funders. Community Catalyst's culture champions those who display a low

ego and do not shy away from digging into details and working with others to achieve tangible results. Above all, they must be able to direct, promote, and safeguard Community Catalyst's work and reputation for integrity, impartiality, and impactful, evidence-based initiatives and programs that deliver tangible improvements in people's lives.

The successful candidate will have strong analytical skills, and a demonstrated track record of utilizing data and the input of others in their decision-making process. They will also possess outstanding interpersonal savvy, emotional intelligence and listening skills. Further, the ED must be an accomplished written and verbal communicator with experience in positions requiring communication with a broad and diverse audience.

In terms of the performance and personal competencies required for the position, we would highlight the following:

Outstanding Leadership Skills and Strategic Capabilities

- Cares deeply about the mission and is persuasive in making the case for the importance of Community Catalyst's work.
- Demonstrated experience in the development of state-level, as well as national, advocacy campaigns that engage state, local and community organizations and build support for health policy and system change.
- Effective at galvanizing a broad range of staff and volunteers to achieve short and long-term goals.
- Financially savvy, adept at setting and managing budgets, an excellent steward of financial and human resources.
- 10+ years of senior executive leadership experience, ideally in an organization of similar size and operating at the national level and/or in multiple states.
- Strong preference for a background in and deep understanding of health policy and politics, and familiarity with related social policies impacting health consumers and community health such as housing, criminal and juvenile justice, gender and racial justice, substance abuse disorders, mental health, and/or climate justice.

Building Relationships and Using Influence

- Skills to lead both internally and externally with partners and stakeholders, including potential funders.
- Can easily build relationships with industry partners, policy makers, donors, and other external audiences.
- Will be viewed by state-based advocacy groups as credible, approachable, helpful, and a good listener.
- Viewed as a collaborative partner by a broad range of stakeholders (i.e., state advocacy partners, policymakers, federal officials, industry).
- Able to identify, develop, foster relationships with, and solicit potential donors.
- Effective at engaging audiences and communicating vision in both small and large-group settings.
- Demonstrates an understanding of and willingness to engage with new technology platforms, social media, etc.
- Experienced at managing board-level relationships.

Leading Teams

- The ability to attract and recruit top talent, motivate the team, delegate and manage performance effectively, and to celebrate diversity and inclusivity within the team and among partners; widely viewed as a strong developer of others.
- A leader who is self-reflective and aware of their limitations; leads by example and drives the organization's performance with an attitude of continuous improvement by being open to feedback and self-improvement.
- Effective at establishing diversity and inclusion excellence as core values across all aspects of the staff, practices and in support of Community Catalyst's commitment to an inclusive workplace.
- Effective at leading through periods of change, and an excellent communicator.
- Encourages a culture of transparency, accountability, trust, and empowerment.
- S/he will prioritize effectively, delegate appropriately, and empower others.

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