

New Jersey Public Health Institute, The Center for Health Equity & Wellbeing



Job Title: Director of Operations and Public Health Programs

Work Location: Remote (must reside in New Jersey)

Reports to: Executive Director

Salary Range: \$125,000 - \$135,000 (salary commensurate with experience and qualification)

Full-time
 Part-time

Exempt
 Nonexempt

Mission:

We aim to actively promote collaborative and community-driven partnerships to effect policies and practices that improve health, strengthen public health infrastructure, leverage resources to foster collective impact and social justice, and systemically advance equity and quality of life for all.

Vision:

A New Jersey where people, communities, and populations have a fair and just opportunity to experience health and quality of life to their full potential.

Position Summary:

The Director of Operations and Public Health Programs is a senior leadership role responsible for ensuring the effective design, implementation, and operational excellence of CHEW-NJPHI's programs and internal functions. This position bridges strategy and execution, translating the organization's vision into high-impact, scalable initiatives while building the systems, processes, and partnerships needed to sustain them. Working closely with the Executive Director, the Director will oversee program portfolios aligned with CHEW-NJPHI's core areas of focus, health equity, democracy and health, trust in science, and public health infrastructure and workforce development, while also strengthening organizational operations, performance management, cross-sector collaboration, and the institute's relationship with the state of New Jersey. This role is ideal for a dynamic leader who thrives in a start-up environment, can "build while doing," and is committed to advancing health equity through systems-level change.

Duties and Responsibilities:

Program Strategy, Design, and Implementation

- Lead the development and execution of CHEW-NJPHI's program portfolio, including:
 - Health Opportunity Zones (HOZs) and Rural Health Opportunity Zones (rHOZs)
 - Trust in Science initiatives (e.g., EBImpact, Every Body Matters)
 - Workforce development programs (e.g., Public Health Connection Program, PHutures)
- Translate strategic priorities into actionable program plans, timelines, and deliverables
- Ensure programs are community-informed, data-driven, and aligned with health equity goals
- Oversee mini-RFAs, subgrant processes, and partner selection

Operations and Organizational Infrastructure

- Build and manage internal operational systems, including:
 - Program management workflows and tools
 - Performance tracking and reporting systems

- Cross-functional coordination with finance, HR, communications, and compliance (via Acenda Integrated Health)
- Establish standard operating procedures (SOPs) to support scaling and consistency
- Ensure efficient use of resources and alignment with organizational goals

Partnership Development and Stakeholder Engagement

- Serve as a key liaison with external partners, including:
 - State agencies (e.g., NJDOH)
 - Healthcare systems and provider networks
 - Community-based and faith-based organizations
 - Academic institutions and national partners
- Support the development and management of strategic partnerships and collaborative initiatives
- Represent CHEW-NJPHI in meetings, convenings, and public forums

Grants, Contracts, and Program Oversight

- Oversee implementation of major initiatives and funded programs
- Manage scopes of work, deliverables, timelines, and reporting requirements
- Ensure compliance with funder expectations and contractual obligations
- Coordinate with subcontractors and partners to ensure quality and timely execution

Data, Evaluation, and Impact Measurement

- Lead development of program evaluation frameworks and performance metrics
- Ensure collection, analysis, and reporting of data to demonstrate impact
- Translate data into actionable insights for program improvement and decision-making
- Support development of dashboards, reports, and funder updates

Team Leadership and Organizational Culture

- Supervise program and operations staff, providing coaching and professional development
- Foster a collaborative, high-performing, and mission-driven team culture
- Support recruitment, onboarding, and staff capacity-building as the organization grows

Required Skills and Qualifications:

- Strategic thinking with strong execution capability
- Systems builder with attention to detail and scalability
- Excellent communication and stakeholder engagement skills
- Data-informed decision-making
- Adaptability in fast-paced, evolving environments

Education and Work Experience:

Required

- Master's degree in public health, public/health administration, health policy, or related field
- 7–10+ years of progressive leadership experience in public health, healthcare, or nonprofit management
- Demonstrated experience managing complex, multi-stakeholder programs or initiatives
- Strong operational and project management skills, including building systems and processes
- Experience with grants management, contracts, and program implementation
- Commitment to health equity and community-centered approaches

Preferred

- Experience working with or alongside state or local health departments
- Familiarity with New Jersey's public health and healthcare landscape
- Experience in workforce development, community engagement, or clinical/community partnerships
- Doctoral degree or advanced leadership training (e.g., fellowship programs)

Why Join Us?

By joining NJPHI, you will be key to building and sustaining impactful public health initiatives. You will be part of a mission-driven organization dedicated to health equity, continuous quality improvement, and meaningful policy change in New Jersey. This is a dynamic opportunity to lead, innovate, and drive progress in public health programs and services across the state.

Disclaimer:

This job description may not include all assigned duties, responsibilities, or aspects of the job described and may be amended at any time at the employer's sole discretion. The entire workforce must adhere to all Center for Health Equity & Wellbeing policies and procedures.

I have read and understood the explanation and job description.

Print Employee Name:**Employee signature:****Date:**