



## **ABOUT PARTNERS FOR HEALTH FOUNDATION**

Partners for Health Foundation (PFH) in Montclair, New Jersey, is a mission-driven and impact-focused private foundation dedicated to advancing health equity by addressing the social determinants of health that shape the lives and well-being of residents in the [communities we serve](#). PFH works at the intersection of learning, grantmaking, and advocacy, grounded in deep community relationships and a commitment to systems change.

PFH's work is guided by values that include accountability, collaboration, learning, integrity, inclusion, and justice. The organization emphasizes listening to and learning from communities most impacted by health inequities and translating that learning into informed grantmaking, shared knowledge, and advocacy aligned with community-defined priorities. PFH is continually deepening its approach as a trust-based, place-based philanthropic partner, aligned with grantmakers across the country who are mobilizing resources in solidarity with nonprofits and investing in long-term community resilience.

PFH operates with a small professional staff and is governed by a highly engaged Board of Trustees. The foundation manages a substantial asset base and annual grantmaking portfolio, with responsibilities that include fiduciary oversight, regulatory compliance, and partnership with community-based organizations and peer institutions. Following this planned Executive Director transition, PFH is entering a new chapter – focused on deepening its impact and strengthening the conditions for greater health across its service area.

## **POSITION OVERVIEW**

The Executive Director (ED) serves as PFH's chief executive and is responsible for the overall direction of the organization, including strategy, governance, partnership, financial oversight, operations, staff leadership, and external representation. The ED works in close partnership with the Board of Trustees to guide PFH's mission, ensure organizational integrity and effectiveness, and guide the foundation through its next phase of learning, impact, and evolution, balancing continuity with thoughtful adaptation as conditions change.

Success in this role requires sound judgment, comfort with complexity, and the ability to balance continuity and reliability with adaptive, values-aligned leadership.

## **CORE RESPONSIBILITIES**

### **1. COLLABORATIVE GOVERNANCE**

- As primary staff partner to the Board, the ED builds and sustains shared authority, trust-based, transparent partnerships with the Trustees.
- Facilitates effective governance through clear roles, shared accountability, and strong preparation for decision-making.
- Supports board learning, development, recruitment, orientation, and evaluation.

### **2. STRATEGIC LEADERSHIP**

- Effectively advances the Mission, Vision, and Values
- Provides steady strategic guidance amid ongoing change
- Able to make well-reasoned and holistic strategic decisions in complex and ambiguous environments using both data and context
- Able to lead and manage organization change with agility and flexibility while maintaining strategic continuity.

### **3. OPERATIONAL, FINANCIAL & FIDUCIARY MANAGEMENT**

- Demonstrates strong financial oversight and fiduciary responsibility
- Ensures effective operational systems, policies, and practices
- Maintains strong documentation, systems, institutional knowledge, and organizational learning

### **4. GRANTMAKING & PROGRAM STEWARDSHIP**

- Leads a trust-based, equity-informed, community-centered, holistic grantmaking program
- Provides strategic oversight of equity-based grantmaking and program development
- Exercises due diligence and critical review of grantmaking, and applies equity-informed and ethical review practices in partnership with program staff

### **5. COMMUNITY ENGAGEMENT, RELATIONSHIPS & ADVOCACY**

- Represents the organization clearly and authentically with external stakeholders.
- Engages in advocacy aligned with mission and strategy
- Builds and sustains relationships with community organizations, peer funders, and policy partners

## **PROFESSIONAL QUALIFICATIONS**

### **EXPERIENCE**

The ideal candidate will have had at least 10 years of progressively responsible management positions. This is a seasoned, mission-driven leader with experience in the nonprofit, philanthropic or related sector. The ideal candidate will understand and operationalize our mission, values, and strategic priorities, and make balanced, well-reasoned and holistic funding decisions using both data and context. Strong analysis and decision-making skills, and priority setting are crucial. A successful track record partnering with a governing board and expert operational and financial management skills, including compliance oversight, are critical.

We seek a visionary and strategic thinker with strong execution skills. A demonstrated commitment to equity, inclusion, and community-informed practice, as well as a history of building high-impact funding, grantmaking, advocacy, and program partnerships is expected. Comfort in complex environments, including advocacy and other public-facing work is essential.

Strong candidates will be familiar with the social determinants of health in New Jersey - especially Essex and Passaic Counties. A demonstrated understanding of the region's community context is highly valued. The ideal candidate recognizes that personal proximity – being connected to the lived realities, trusted relationships, and day-to-day experiences of communities – strengthens decision-making and advances meaningful, equitable impact.

Exceptional interpersonal, communication, and presentation abilities are key, along with the capacity to build trust, inspire confidence, and navigate complex stakeholder relationships. Experience working in or alongside community-based organizations and systems-change efforts is a core competency. Sound judgment, emotional intelligence, and the ability to lead through ambiguity round out the profile.

## EDUCATION

A bachelor's degree in a relevant field is preferred. However, significant nonprofit leadership experience (10+ years) may be considered in lieu of a degree. A master's degree in nonprofit management, public administration, business administration, philanthropy, or a related field is a plus.

## COMPENSATION

The salary range for this position is \$180,000 - \$200,000, commensurate with experience and qualifications. In addition to the base salary, PFH offers a competitive benefits package that includes paid time off, medical and dental, among other things.

## LOCATION & COMMITMENT

The position is full-time and primarily based in the office, with some flexibility. Responsibilities include travel within PFH's service area and participation in statewide meetings. Availability for occasional evening meetings and events is required. Specific location expectations will be discussed with candidates during the hiring process.

## HOW TO APPLY

Interested candidates should submit the following materials by email (no phone inquiries, please):

- **Letter of interest** (no more than 2 pages) describing your qualifications and interest in serving as Executive Director of **Partners for Health Foundation (PFH)**
- **Current resume** (PDF preferred)

Please email your application materials to [search@supportcentereonline.org](mailto:search@supportcentereonline.org) with the **subject line:** "PFH Executive Director Search – [Your Name]"

#### **EQUAL OPPORTUNITY STATEMENT**

Partners for Health Foundation is an equal opportunity employer and is committed to building a diverse, inclusive, and equitable organization.