



UNIVERSITY OF ARKANSAS
FOR MEDICAL SCIENCES

Date: May 27, 2010

JOB DESCRIPTION FOR: RWJF Center Deputy Director

STATE TITLE: Associate Division Director of Administration

CLASS CODE/PS GROUP: Non-classified

DEPARTMENT: Arkansas Center for Health Improvement (ACHI)

SUMMARY: The Arkansas Center for Health Improvement (ACHI) is a nonpartisan, independent health policy center whose vision is to be a trusted health policy leader committed to innovations that improve the health of Arkansans. ACHI at UAMS in partnership with PolicyLink (Oakland, CA) established the Robert Wood Johnson Foundation (RWJF) Center to Prevent Childhood Obesity. The Center serves as the lynchpin of the Foundation's strategy to reverse the childhood obesity epidemic by 2015. The vision of the Center is to provide a healthy future for children by reversing the childhood obesity epidemic. Its overarching goals are to:

- reduce the prevalence of overweight and obesity among children within the U.S.;
- decrease disparities in childhood obesity among communities of color, impoverished areas, and regions disproportionately affected by obesity; and
- create systematic changes using an empiric base that will have long-lasting impact and change the environment beyond 2015.

Reversing the epidemic will require strategic coordination and leveraging of RWJF programs and affiliated resources, as well as additional programs, institutions, and resources. The RWJF Center's strategic framework recognizes policy and environmental change as the key to reversing childhood obesity. The center comprises four teams with the following objectives:

- **Policy:** Prioritize strategies and advocate for policy and environmental change at the federal, state, and local levels to enhance environments that support healthy eating and physical activity
- **Technical Assistance (TA):** Support capacity for advocacy and implementation of policy and environmental change; create resources for advocates at the federal, state, and local levels to use in seeking policy change; and disseminate information to policymakers and the field
- **Engagement & Coordination:** Facilitate interactions among RWJF programs and grantees; mobilize networks of national leaders to advance policy reforms; convene RWJF and external partners and stakeholders in the movement to create synergy and collaboration; support policy and TA efforts by engaging with specialized science consultants, coordinating surveys of best available evidence, and assisting with translation of evidence into policy briefs and TA resources
- **Communications:** Support infrastructure of center as a whole through internal communications among center sites (New York, Washington DC, Little Rock, and Oakland), between the center and Foundation, and between the center and a network of

partners; provide underlying support structure for the center by communicating messages to the movement at large including policymakers, partners, and advocates, and by disseminating center resources to the field

The RWJF Center Deputy Director will have primary responsibility for strategic partnership functions located at ACHI—engagement and coordination and federal and state/local policy advocacy. In addition, he/she will serve as a key liaison to the PolicyLink leadership and staff to coordinate cross-agency activities related to technical assistance and communication work areas led by PolicyLink. The RWJF Center Deputy Director will report to the RWJF Center Director and Principal Advisor and form part of the Center's management team, helping to develop the program's strategy, policies, work and communications plans while managing day-to-day program operations and budget. The RWJF Center Deputy Director will also supervise other RWJF Center staff at ACHI, including team leaders, research assistants, communications staff, and administrative staff.

TYPICAL FUNCTIONS:

The RWJF Center Deputy Director will:

- Create strategic plans in conjunction with the RWJF Center Director and Principal Advisor to include the development and management of policy, programming, and budgets.
- Oversee the Center operating structure with the Chief Operational Officer of ACHI to ensure that goals and objectives are met and that services and projects are being accomplished efficiently and effectively.
- Develop and coordinate National Advisory Committee membership and activities.
- Negotiate, develop, monitor and administer contracts and agreements on behalf of the Center; prioritize and allocate available Center resources; review and evaluate performance of subcontractors; and assist in development new Center functions.
- Provide technical advice and/or supervision to staff and consultants.
- Foster collaborative working relationships to benefit the Center.
- Keep current about the state of the field to serve as a conduit of information between the strategic partners forming the CPCP, to the Foundation, RWJF NPOs and their grantees, and other key stakeholders in the childhood obesity field.
- Work to advance the field by networking, coordinating, and promoting Center activities with other national organizations, interested parties, and partners.
- Serve as a spokesperson in the childhood obesity field, representing the Center to a variety of public, business and community groups and organizations at national forums, conferences and meetings.
- Serve as a key liaison with RWJF to:
 - provide input to the Foundation on the state of the field;
 - work strategically with Foundation staff to plan for the advancement of the field; and
 - Ensure timely delivery of reports requested by RWJF.

KNOWLEDGE, ABILITIES, and SKILLS:

The successful candidate will have detailed knowledge of and experience in:

- clinical, public health, or legal fields
- public health prevention/treatment programs or policies, with experience in obesity preferred
- public health policy development/implementation
- community or coalition building
- communication with a broad array of audiences, ranging from scientific to policymakers to community leaders to the general public

- program leadership and supervisory experience

MINIMUM EDUCATION and/or EXPERIENCE:

Masters degree in clinical, public health, policy, business, management, or related field, and 8 years of related experience, or an equivalent combination of relevant education and/or experience.

OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE OFFICE OF HUMAN RESOURCES.