

## About Well Being Trust + Position

Well Being Trust (WBT) is a leading social impact philanthropy with a mission to advance the mental, social and spiritual health of the nation.

WBT is seeking a Fellow who is a rising leader with excellent relationship and project management skills and who has formative experience in one or more related fields/sectors of mental health and well-being and/or community health and development. We are explicitly seeking a Fellow who has background/experience/commitment to promoting health equity and reducing health disparities. The Fellow would engage with Well Being Trust in a paid, full-time, 1.5 year independent contractor role, with financial terms commensurate with experience (70-90k). This position is set to start in June/July 2021 and overlap with the current Fellow.

The Fellow will be responsible for advancing specific strategies under WBT's 2020-22 Strategic Plan and refinement of WBT's strategic vision, including but not limited to:

- Advance mental health/SUD policy (60%)
  - Lead/shape the mental health and well-being movement in the US
- Develop the organizational capacity to deliver on our priorities (25%)

In addition, the Executive will be encouraged to leverage Professional Development opportunities during his/her tenure at WBT to broaden and strengthen professional goals (~15%).

Working closely with WBT executives (CEO, CSO, and COO) as well as other WBT staff, the Fellow will be an essential thought partner and work closely with the CEO to help grow key stakeholder and partner relationships. The Fellow would also work with other senior team members to help assure key partners are aiding us in delivering on our strategic impact goals.

The Fellow will report to an executive member of the team (TBD).

## Submission Instructions

Submit PDF cover letter, resume, and writing sample (Max, 3 pages) to [fellow@wellbeingtrust.org](mailto:fellow@wellbeingtrust.org) with subject "Fellow 2021 Application Materials" by April 30<sup>th</sup>, 2021

## Specific responsibilities

### Advance mental health/SUD policy (60%)

- Aid in shaping and communicating our policy priorities and vision for an expanded mental health system, rooted in the WBT's framework for excellence, in 2021 and beyond

- Work with Chief Strategy Officer and Senior Policy Associate to strengthen connections and strategic leverage between community transformation/movement infrastructure (vital conditions partners) + policy
- Provide support to CSO and Senior Policy Associate in achieving mental health goals and policy priorities across vital conditions policy and community transformation partners
- Strengthen WBT's capacity to effectively deliver on its mission by raising visibility through representing WBT at conferences and meetings
- Work closely with the CSO and Sr. Policy Associate on developing and implementing the new Community-initiated Workforce scaling and implementation
- Assist in the development, preparation, and implementation of grant-funded projects that align with WBT's organizational mission and focus + advocacy, including cross-disciplinary proposals

### Develop the organizational capacity to deliver on our priorities (25%)

#### Internal and external strategic direction

- Policy strategy guided under the leadership of CSO and CEO and in close cooperation with the WBT team and external partners. The strategies include alignment with WBT assets, and other elements of the strategic plan
- Pitch ideas to WBT Executive team at the intersection of our strategic priorities and personal interests

#### National Advisory Council

- Manage relationships with existing and new Advisory Council members
- Manage ongoing communication (email updates, 1:1 conversations with CEO) with Advisory Council members
- Confirm objectives for Advisory Council meetings and calls, set agendas, and work with Executive Assistant to schedule meetings
- Capture major meeting takeaways and work with the executive team to ensure appropriate follow-up
- Work with the executive team to ensure that the Advisory Council is being used most effectively and serving Well Being Trust's organizational needs

### Professional Development (15%)

In addition to refining program content skill sets, the Executive Fellow will gain highly valuable skills enabling him/her/them to more readily attain a general management perspective/role that encompasses the strategic, financial, and operational aspects of leading a national foundation.

## Job Requirements

### Education:

- Required: Bachelor's Degree in Political Economics, Social Sciences, Public Policy, Business Administration or a field related to the role (or equivalent educ/experience).
- Preferred: Master's Degree in Public Health, Public Policy, Public Administration, Business Administration, Community Design/ Development or other fields related to the role (or equivalent education/experience).

### Required Experience:

- 1-2 years in public health policy; verbal, written and graphic communications; board governance; understanding of issues related to WBT's strategies, and working with nonprofits, foundations, public-sector agencies and the private sector.
- Background and experience in or commitment to promoting health equity and reducing health disparities

### Overall Knowledge/Skills:

- Understanding and familiarity of public health policies, including understanding the social determinants of health and root causes of mental health disparities and inequities
- Strong communications (written, verbal, graphic) and critical thinking/problem-solving abilities
- Experience with Project Management
- Effective partnership management and stakeholder relations, especially when in complex or challenging situations
- Ability to manage multiple priorities and timelines; familiarity with project management software;
- Strong emotional intelligence and interpersonal skills

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*Well Being Trust is an equal employment opportunity employer and strongly encourages diverse candidates to apply. WBT does not discriminate on the basis of race, color, religious creed, sex (including pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, veteran status, marital status, sexual orientation, gender identity, (including transgender status), weight, height, linguistic characteristics (such as accent and limited English proficiency, where not substantially job-related), citizenship status, or any other basis prohibited by law.*

