Well Being Trust Executive Fellow

About Well Being Trust and the Executive Fellow Position:
Well Being Trust (WBT) is an impact philanthropy with a mission to advance the mental, social and spiritual health of the United States. We help advance the movement for mental health and well-being in the nation by investing in, and aligning partners around, assuring affordable access for all to integrated whole person care, and equitable access to the vital conditions for intergenerational well-being.

WBT is seeking an Executive Fellow who is a rising leader in the early stages of their career. The Fellow should have excellent relationship and project management skills; a demonstrated commitment to promoting health equity and reducing health disparities; and formative experience in one or more related fields of mental health and well-being and/or community health and development. The Executive Fellow will engage with Well Being Trust in a paid, full-time, one-year role, with financial terms commensurate with experience ($65-80k per year). Benefits will include telecommute/remote work options, paid time off and paid holidays, retirement account matching contributions, and health plan coverage. We anticipate filling the role by early July 2022, with a start date of late July/early August after onboarding requirements have been completed.

The Executive Fellow will report to a member of the WBT executive team and will work closely with the entire WBT executive team as well as other WBT staff. They will be an essential thought partner; help cultivate key stakeholder and partner relationships; develop and manage specific grant and contract projects; and help ensure that key partners are aiding us in delivering on our strategic impact goals. In addition, the Executive Fellow will be encouraged to leverage professional development opportunities during their tenure at WBT to broaden and strengthen their professional skills.

Well Being Trust’s administrative offices are located in Oakland CA (East San Francisco Bay Area), although our staff are based in various locations throughout the country. This position can be filled on a fully remote basis if the selected Fellow resides outside of the SF Bay Area.

Specific responsibilities:
Project and Partnership Development/Management (70%)
● Assist in the development, preparation, and implementation of projects that align with WBT’s organizational mission and strategy areas, including cross-disciplinary proposals
● Work closely with the President and the Policy and Partnerships Manager to develop Community Initiated Care (CIC) content and workplans and manage multiple partners in support of CIC program implementation and scaling
● Work with Policy and Partnerships Manager to oversee and build out our youth-serving partnerships and strategy
● Raise WBT’s visibility and promote our strategic priorities by representing WBT at conferences and meetings and contributing to publications
Develop the organizational capacity to deliver on our priorities (15%)

1. Internal and external strategic direction
   ● Contribute to discussions and decisions regarding our strategic priorities, identify and share emerging opportunities for partnerships
   ● Assist contracted evaluators on the development of an impact measurement system for assessment across the grantee portfolio.
   ● Help advance and operationalize WBT’s DEI principles

2. National Advisory Council (NAC)
   ● Support relationship management and ongoing communications with existing and new NAC 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 WBT staff to ensure appropriate follow-up
   ● Help 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 be exposed to all aspects of the Well Being Trust organization, allowing them to gain a general management perspective that encompasses the strategic, financial, and operational aspects of a national foundation.

The Fellow is also encouraged to seek out and engage in relevant professional development opportunities outside of WBT (webinars, conferences, trainings, etc.) to enhance their professional skill sets.

Required Qualifications:
Education:
   ● Required: Bachelor's Degree in Political Economics, Social Sciences, Public Policy, Business Administration or a field related to the role. If a candidate does not have a bachelor’s degree but has significant, relevant experience in the field (5+ years), we would be open to considering this as equivalent to a degree.
   ● Preferred: Master's Degree in Public Health, Public Policy, Public Administration, Business Administration, Community Design/Development or other related field (or equivalent work experience).

*Note that while we are seeking an early-career professional, this is not an entry-level position.*

Strong candidates for this role will have the following skills and professional experience:
   ● Minimum of 1-2 years of work experience in either public health (including policy), mental health, the nonprofit sector, evaluation, or philanthropy.
   ● Experience working with boards of directors and/or advisory committees, managing complex projects, presenting to internal and external teams, and/or managing external partnerships
   ● Understanding of public health policies and/or mental health issues, including understanding the social determinants of health and root causes of mental health disparities and inequities
● Understanding of community-based participatory practices
● Demonstrated commitment to promoting health equity and reducing health disparities
● Experience with project management and CRM/donor management/grants management platforms
● Excellent communication skills (written, verbal, graphic)
● Effective partnership management and stakeholder relations skills
● High emotional intelligence and interpersonal skills; ability to navigate complex or challenging situations
● Ability to work independently and manage multiple priorities and timelines
● Strong critical thinking and problem-solving abilities

Submission Instructions
Submit cover letter, resume, and writing sample (maximum of 3 pages) in PDF format to:
fellow@wellbeingtrust.org with subject “Fellow 2022 Application Materials” by May 30, 2022.

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.