



San Francisco Hep B Free – Bay Area

First counties in the U.S. to test and vaccinate all Asian and Pacific Islanders for hepatitis B

Stuart Fong, MD
Executive Director

Job Announcement: Executive Director

Governance Council

Salary Range: \$85,000+ and benefits

Caryl Ito
Chair
Bozeman & Associates

INTRODUCTION

Francis Tsang, MPH
Treasurer
San Francisco International Airport

San Francisco Hep B Free – Bay Area (SFHBF-BA) is a first-of-its-kind collaboration between City and County government, private healthcare and community organizations. Founded in 2007, our vision is to create a San Francisco – Bay Area free from hepatitis B and related health problems. Our mission is to create a healthy San Francisco – Bay Area community by decreasing, and ultimately eliminating the transmission and medical complications from hepatitis B, with the objective and goals of (1) creating public and healthcare provider awareness about the importance of testing & vaccinating Asian & Pacific Islanders (APIs) for hepatitis B; (2) promoting routine hepatitis B (HBV) testing and vaccinations of APIs by primary care providers; and (3) advocating for accessible, affordable, and culturally and linguistically appropriate linkages to care and treatment for individuals chronically infected with hepatitis B.

Sharon Lai
Development Director
One Vassar

SFBHF-BA is designed to galvanize all San Francisco and San Mateo County residents, leaders, and institutions. Strategies include educational opportunities for primary care clinicians, grass roots outreach and education for API communities, and broad scale public awareness campaigns. For more information, visit our website at www.SFHepBFree-BayArea.org.

Katie Burk, MPH
San Francisco Department of Public Health

Wayne Lee
Councilmember
City of Millbrae

Alan Wang
Communications Specialist
Contra Costa County

Emily Ting, MD
Pediatric Doctor
Millbrae

Arcadi Kolchak, MPH
Public Affairs Manager
Kaiser Permanente

POSITION SUMMARY

Advisors

Ted Fang
Co-Founder
AsianWeek Foundation, Retired

SFHBF-BA seeks a self-directed and outcomes-oriented Executive Director, capable of focusing and maximizing resources while directing the collaboration, its staff, and its partners in fulfilling goals and reaching the campaign's full potential. This includes providing leadership towards the achievement of the organization's vision, mission, and objectives. In addition, the Executive Director will serve as a public advocate, and be visibly involved with multi-county and community-related issues relevant to the vision.

Sam So, MD
Co-Founder
Asian Liver Center
Stanford University

SFHBF-BA is a fiscally sponsored project of Community Initiatives, which is an EEO employer.

Fiona Ma, CPA
Honorary Chair
California State Board of Equalization, District 2

Janet Zola, MPH
Co-Founder
San Francisco Department of Public Health, Retired

RESPONSIBILITIES

1. Development and Strategy

- Lead and implement strategic thinking, planning and decision-making to build on the organization's achievements and continued progress to achieve SFHBF-BA's goals.
- Work with the Governance Council to develop and refine the organization's long-term strategies for achieving its vision.
- Develop and maintain volunteer base to support community outreach operations.

2. Community Partners and Collaboration

- Create, maintain and strengthen working relationships with partner organizations and community groups.
- Work with partners to maintain, strengthen, expand, and diversify existing and new programs and projects.
- Serve as consensus builder and mobilize action in the community.

3. Fundraising and External Relations

- Continue building and maintaining relationships with foundation program officers, grant makers, corporate and individual donors, community leaders, and government officials.
- Identify new and increase existing sources of revenue and resources.
- Lead and collaborate with SF Hep B Free – Bay Area Governing Council to organize and execute annual fundraising gala.
- Expected to allocate time towards networking, relationship development and funding solicitation from potential donors that may occur outside regular work hours.

4. Program Management

- Provide leadership and guidance during monthly planning meetings and working groups in their various activities, including evaluation, marketing, community education, provider education, and fundraising.
- Manage staff, consultants and volunteers to successfully complete day-to-day activities for funded programs and projects.
- Maintain tracking and reporting system for budget, grant funding, contributions and activities of partners.
- Identify and execute new outreach programs to increase screening efforts.
- Serve as project director in relation to Community Initiatives and provide programmatic reports for our fiscal sponsor.
- Provide grant project evaluations and reports to grant funders.
- **Manage funded projects, including Navigation and Linkage to Care services, and Online Support Group (more information to be provided during interviews).*

5. Communications and Advocacy

- Publicize the activities of the organization, its programs and goals, via web, social media, and main-stream media.
- Represent SFHBF-BA to funders, elected officials, policymakers, media, partner organizations and the general public.
- Advocate on behalf of SFHBF and the population at risk for hepatitis B in San Francisco.

6. Budgeting and Finance

- Administer SFHBF-BA project funds.
- Maintain sound financial and operational practices and controls.
- Provide regular financial updates to Governance Council and fiscal sponsor.
 - Provide monthly agency finance reports to Governance Council during monthly meetings

QUALIFICATIONS

- Three to five years management or leadership experience, including project and employee/volunteer management.
- Experience in development and management of a yearly operational budget.
- Demonstrated experience on issues of health, health care, and/or in Asian and Pacific Islander communities including a general understanding of hepatitis B and its impact upon API individuals and communities.
- A demonstrated record of building and managing strategic relationships, partnerships, coalitions, or collaborations.
- Proven track record of fundraising from diverse sources and demonstrated success in developing new sources.
- Excellent interpersonal and communication skills, including writing for and speaking to diverse audiences.
- Demonstrated success in developing and implementing strategic plans, the ability to think strategically and creatively, interpret data, synthesize complex issues and information, proactively identify new opportunities, and manage change.

PREFERRED EXPERIENCE

- Advanced degree in a field relating to public policy, public health, public administration, advocacy, or similar field.
- Experience in public health, health education, advocacy, public education, media relations, community development, political campaigns, and/or work with diverse ethnic and cultural populations.

REPORTS TO

- SF Hep B Free - Bay Area Governance Council

Please send resume to richard.so@sfhepbfree-bayarea.org if interested