

# Inclusive Alliance

<b>Job Titles:</b>	Network Development Coordinator/Manager
<b>Reports to:</b>	Executive Director

## Job Summary

These positions are responsible for supporting the growth and operations of both the Central New York Referral Network (CNYRN), a partnership of Inclusive Alliance and the Alliance for Better Health, as well as the Inclusive Alliance IPA and its developing Social Determinants of Health Network (SDHN). In consultation with the Executive Director, the incumbent(s) will establish and maintain strategic relationships with community-based organizations to strengthen the CNYRN & SDHN and will work with Inclusive Alliance staff, consultants, vendors, and partners to ensure the effective operations of the networks and IPA central support structure.

## Job Responsibilities

- ◆ Increase and strengthen participation in both the CNYRN and SDHN by fostering relationships with community-based organizations and communicating the value of the CNYRN and SDHN to their organizations' missions, operational and client needs, and strategic interests
- ◆ Ensure satisfactory completion of activity requirements for the grant that currently supports the CNYRN and that provides a significant share of Inclusive Alliance's funding
- ◆ Identify and develop business opportunities that enhance the CNYRN and SDHN by maintaining awareness of relevant regional initiatives and the activities of other networks/collaboratives, health providers & systems, and other key stakeholders in Central New York
- ◆ Facilitate the CNYRN Advisory Committee and coordinate network development activities (such as outreach and marketing/communication efforts) with Alliance for Better Health staff
- ◆ Develop the monthly CNYRN newsletter, garnering input from the CNYRN Advisory Committee, participating network organizations, and Alliance for Better Health and Inclusive Alliance staff
- ◆ Be willing to do what it takes, even if it is outside of the stated position description, to contribute to the overall success of Inclusive Alliance

## Qualifications

### Education & Experience

- ◆ Bachelor's degree in health, business, policy, management, social services, or related field strongly preferred for the coordinator position; master's degree strongly preferred for the manager position. Extensive relevant work experience may be used to satisfy unmet educational requirements.
- ◆ Relevant work experience required, minimum one year for the coordinator position and minimum three years for the manager position. Supervisory experience preferred for the manager position.
- ◆ Familiarity with the operations of networks/collaboratives, including contracting, performance, technology, and stakeholder engagement & communication preferred
- ◆ Ability to prepare and present proposals, reports, updates, data, summaries, etc.
- ◆ Experience facilitating workgroups or committees preferred
- ◆ Comfort working in start-up environments, including changing requirements and uncertainty

*Mission: To advance the growth and quality of cost-effective services for children and adults through innovation, collaboration, and coordination.*

# Inclusive Alliance

## Skills, Knowledge, and Abilities

- ◆ Knowledge of the community-based organizations, networks/collaboratives, and the health care system in Central New York required
- ◆ Knowledge of New York State and federal health system reform, social determinants of health initiatives, and value-based payment (VBP) strongly preferred
- ◆ Ability to work as part of a fast-paced team with complex RACI (responsible, accountable, consulted, and informed) roles comprising internal staff, consultants, vendors, and external partners
- ◆ Excellent oral and written communication skills, including grant writing experience, required
- ◆ Takes responsibility for the quality and timeliness of work and achieves results with little oversight

## Additional Information

- ◆ Total compensation for the positions is commensurate with experience.
- ◆ Inclusive Alliance's benefits program includes health insurance, dental insurance, a 401(k) plan, 20 days of paid vacation per year, eleven paid holidays per year, paid sick time, & bereavement leave.
- ◆ These positions will be remote with up to 20% local travel as pandemic safety measures permit.
- ◆ These positions are supported by a grant with funding secured through January 2023. If funding is secured to sustain these positions, the job responsibilities may change.

## Equal Opportunity Employer Statement

**Inclusive Alliance is an equal opportunity employer.** We celebrate diversity and are committed to creating an inclusive environment for all employees. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inclusive Alliance makes hiring decisions based solely on qualifications, merit, and our business needs at the time.

To apply, please submit a cover letter and resume to [info@inclusivealliance.org](mailto:info@inclusivealliance.org). Applicants will be considered for either the coordinator or manager position based upon their qualifications.