



JOB DESCRIPTION

Hebrew SeniorLife

Creation date: February, 2019

Position Title: Administrative Fellow

Job Family: 12-month Fellowship

Job Code: Full-time employee that is Exempt and Benefits-eligible. Evening Hours to attend Committee meetings.

Location: Roslindale HSL Administrative Office

Executive Sponsor/Preceptor: Chief Communications and Planning Officer

I. Position Summary:

Hebrew SeniorLife (HSL), founded in 1903, is a nonprofit, non-sectarian, Harvard Medical School-affiliated organization that provides housing and health care for seniors, research into aging, and education for geriatric care providers. We care for more than 3,000 seniors each day at our nine Boston area campuses and communities. We reach untold more seniors, families, caregivers and senior care professionals around the U.S. and the world through our research and teaching mission.

Working under the direction of the Fellowship Preceptor, the HSL Chief Communications and Planning Officer (CCPO), the Administrative Fellow (Fellow) works as a member of the HSL Planning and Business Development Function which is focused on achieving the HSL 2019-2023 Business Plan.

In this project-based Fellowship, the Fellow will develop leadership skills by managing a series of projects in Strategic Planning, Annual Planning, Financial Planning, Market Assessments, and Business Development. Each project will have defined goals, formal mentoring from Hebrew SeniorLife Senior Leadership Team (SLT) and Senior Staff mentors, and evaluations.

Fellow's projects will support HSL's health care, senior living, research and teaching mission. Fellow will compose and prepare work plans, timelines, conduct research, write reports, correspondence, and draft presentations, and also research and support active business development opportunities.

II. Fellow Learning Objectives

Executive:

- Develop a strong understanding of all aspects of HSL Mission, Strategic Approach, Goals and Key Drivers, Services Lines, Balancing Mission and Margin, and strong emphasis on Organizational Culture needed to achieve goals.
- Develop a strong understanding of organizational dynamics related to communities and health care for seniors, research into aging, and education for geriatric care providers in the context of Health Care Reform. Develop skills to energize stakeholders and sustain their commitment to continually advancing approaches, processes, and strategies.

Finance:

- Develop a strong understanding of the mission/margin balance at a for-profit vs not-for-profit organization. Understand the Governance of a Non-Profit Finance function, including the role of Volunteer Leadership and Management. Understand Committee structure and functions of each. Through the direct support of CFO's Committee presentations, develop an ability to communicate complex financial information in a summary manner.

Strategic and Annual Planning:

- Develop a strong understanding of the Strategy and Business Planning opportunities at a not-for-profit organization.

III. Fellowship Projects:

Planning

- **Annual Planning:** Explore and improve the process to create HSL's annual Goals and Key Drivers report. Throughout project, collaborate with SLT to improve process, own report creation and delivery.

- **Strategic Planning:** Thoughtful support of a strategic planning project from across HSL which could include: Drafting, issuing and tracking RFPs; track and deliver information requests from consultants; participating in briefing sessions with consultant and leadership; creating spreadsheets, charts and graphs to support plan.
- **Financial Planning:** Provide direct support to the CFO in creation of presentations for CFO's Board Committees including: Finance, Investment, Retirement, Audit and Compliance, and Finance SubCommittee.
- **Market Assessments:** Project manage one or two assessments which could potentially include: current state competitive market position, core service area demand projections, and consumer perception studies.
- **Corporate Surveys:** Develop approach to manage the content for HSL's annual non-medical surveys. Through hands-on management and submission of annual surveys, establish system to manage content, ensure timely submission, and maintain accessible files.
- **Fellows Handbook:** Create Fellows handbook with protocols for all projects.

Business Development

- **Business Plan Tracking:** Create system for tracking Business Plan progress and advancement across HSL which dovetails with Finance's Business Plan reforecasts and annual budget process.
- **Active Proposal Support and Prospect Tracking:** Short-term projects aligned around business opportunities can include web-based research, drafting, and designing, proofing and issuing business development proposals. Implement CRM to support business development.
- **Materials Development and Management:** Drawing content from Sales teams across HSL, creates central HSL service line competitive files. Creates and updates central folder of HSL "pitch decks."

IV. Qualifications

Education: Master's in Healthcare Administration, Business, Finance, Public Health or Long-Term Care Admin is required

Experience: Internships and work experience preferred

Preferred Skills/Qualifications:

- Personal alignment with the Hebrew SeniorLife Mission and Cultural Beliefs
- Strong to advanced proficiency in Microsoft Office Suite, including Microsoft Outlook, Word, PowerPoint, Excel
- Proficiency in managing projects that require input from multiple people and resources with short turnaround time
- Desire to work as part of a collaborative team in a fast paced, mission focused, entrepreneurial environment
- Effective verbal and written communication skills
- Ability to establish and maintain effective and appropriate interpersonal relationships with professional colleagues

Skills/Competencies

- Ability to:
 - Proactively prioritize conflicting needs, handle matters expeditiously, and follow-through on projects to successful completion, often with deadline pressure.
 - Author and accurately proofread documents and correspondence
 - Work on independent projects, manage multiple priorities and meet deadlines
 - Exercise initiative and sound judgment and respond resourcefully under varying conditions
 - Maintain confidentiality
- Aptitude for detail and commitment to accuracy and follow through
- Willingness to learn and adopt principles of LEAN/Process Improvement

V. Application

When applying for this position please include the following documents to Deb Lemmerman, Chief People Officer at DebLemmerman@hsl.harvard.edu:

- Cover letter, resume and official school transcript
- Three letters of recommendation, one Academic, one Professional and one Other
- Personal statement: One-to-two pages addressing your career goals, rationale for pursuing a fellowship, specific expectations for a Fellowship at HSL