



Director of Board Relations & Governance

Location: La Jolla, CA
Reports To: VP of Operations and HR
Compensation: \$100,000 – \$150,000 DOE/neg. + 10-15% annual performance incentive

West Health is an equal opportunity employer. We celebrate diversity and are committed to creating a positive and inclusive work environment for all employees. As a healthcare organization all employees are required to be fully vaccinated.

Who We Are:

Founded in 2009 by philanthropists Gary and Mary West, our mission is to lower the cost of healthcare and enable seniors to successfully age in place. Headquartered in San Diego with an office in Washington, D.C., West Health is comprised of three main entities:

West Health Institute: a 501(c)(3) medical research organization that conducts applied medical research to generate the evidence needed for healthcare providers, policymakers, and communities to adopt models of care that better serve seniors and their families.

West Health Policy Center: located in Washington, D.C., our nonprofit, nonpartisan policy center develops and supports research to reduce legislative and regulatory barriers and increase reimbursement opportunities to advance acute and chronic care models and supportive services for seniors.

Gary & Mary West Foundation: our 501(c)(3) private, non-operating Foundation, established in 2006 and providing outcomes-based funding to support initiatives that lower the cost of healthcare to enable seniors to successfully age in place with access to high-quality, affordable health and support services that preserve and protect their dignity, quality of life and independence.

Led by President & CEO Shelley Lyford, our team of 55 staff come from a wide variety of backgrounds but are united in our unwavering commitment to and passion for science, philanthropy, and public health.

Position Summary:

This is an exciting opportunity to join a prominent and well-funded public health organization working on groundbreaking initiatives to transform healthcare for decades to come. The Director of Board Relations & Governance serves as the primary point of contact (internally and externally) for all areas of corporate governance and contracting needs. This key position manages a wide range of projects and responsibilities, enabling West Health's Executive Team to be as productive, efficient, and effective as possible. The Director will provide close support to a portfolio of 8 separate but related 501c3 organizations and corporations:

- West Health Institute
- West Health Policy Center
- Gary and Mary West Foundation
- West Management Company
- West Health Endowment
- West Health Investment Fund
- Gary and Mary West Senior Services
- Gary and Mary West Senior Dental Center

While highly interconnected across the organization, the Director of Board Relations & Governance is essentially a 1-person department, liaising with a wide range of internal and external partners, service providers and stakeholders. They will work closely with our President & CEO, as well as providing direct support to individual board members and their staffs. Although this is a high-volume position with significant responsibility, the Director will also have an opportunity to develop close relationships with both the Executive Team and our boards, with a total of just 13 board members serving across all 8 entities (many members serve on multiple boards within the portfolio).

The Director will manage preparations for our annual meeting as well as quarterly board meetings and performance and budget reviews. Specific duties include scheduling meetings, coordinating logistics (travel arrangements, meeting venues, catering, AV, etc.) and preparing board materials. In addition, the Director will oversee all day-to-day governance related activities, such as managing contracts, recordkeeping, and compliance-related transactions. The Director will be responsible for the preparation and review of contracts, legal documents, board books and agendas, creation and organization of board minutes, and other governance-related items.

Anticipated focus allocation for this position:

- Governance (corporate filing, record keeping, etc.) – 15%
- Board Meetings (preparation, facilitation, action items) – 35%
- Contracts Administration – 50%

Areas of Responsibility:

Governance & Board Relations

- In close collaboration with the Special Assistant to the CEO, provide administrative support to our various Boards, advisors, committee members and other stakeholders.
- Responsible for overall management and coordination of board member meetings including the preparation and distribution of meeting agendas, board books and presentations:
 - Drafts timely and accurate minutes and records for meetings.
 - Communicates and executes details of board actions such as resolutions and written consents.
 - Acts as a custodian of all documents and records pertinent to actions of the board and members.
 - Handles all administrative matters including but not limited to the creation of expense reports, travel accommodations, logistics and other activities related to hosting board meetings in California, Washington D.C., Delaware, and potential other locations.
 - Assists the Chief Executive Officer by serving as liaison to board members and executive-level staff.
- Support the preparation of and be responsible for the administrative aspects of all corporate filings and records, including the maintenance of a calendaring system to ensure timely compliance.

- Monitors, maintains, updates, and organizes corporate governance and compliance materials and policies relating to the West Health entities; reads and interprets the bylaws, policies, and procedures of each entity.
- Assist in identifying potential areas of compliance vulnerability and risk pertaining to governance.
- Manage board member recognition and stewardship strategies and initiatives.

Legal/Contracts Management

- Assist in drafting and reviewing contracts, proposals, and amendments, including non-disclosure agreements, consulting agreements, collaboration agreements and real estate agreements.
- Work with the Executive Team and external counsel to ensure all patent, trademark, and other intellectual property files are maintained and renewed in a timely manner.
- Manage the contract submittal and review process to include reviewing of content and formatting, coordinating review and approval by the executive team, tracking status, distribution among all stakeholders, and proactive communication to determine renewals.
- Train new employees on the contract submittal and review process.
- Support Finance in the review and approval of purchase order requests related to contract submittals.
- Partner with our external legal counsel as appropriate in all above areas.
- Manage all legal invoices and coordinate approvals.
- Analyze and understand potential risks involved with specific contract terms.
- Work with various West Health team members to ensure all deadlines and conditions described on contracts are met (e.g. payments and deliverables).
- Maintain an organized system of physical and digital records.

Administration

- Provide administrative support to West Health's various Boards, advisors, committee members and benefactors.
- Manage and attend meetings including scheduling, technology/audio-visual support, catering, and meeting set-up/breakdown.
- Develop and sustain relationships with a wide array of team members, partners, and stakeholders, all of whom are critical to West Health's success.
- Handle highly sensitive and/or critical information, files, records and reports with the utmost professionalism, discretion, and confidentiality.
- Prioritize conflicting needs often with tight deadline pressures.
- Exercise utmost discretion while handling matters expeditiously and ensuring proactive follow-through and follow-up on all projects assigned.
- Other duties as assigned.

Qualities & Attributes:

- **Strategic:** ability to see across the entire network of organizations associated with West Health, with an appreciation for the interconnectedness of all the various partners and functional areas.
- **Professional:** exceptionally polished and presentable, with impeccable communication skills across all mediums (in-person, phone, email and virtual); demonstrates judgment, tact, and diplomacy in dealing with internal and external stakeholders.
- **Organized:** incredible attention to detail, with the ability to manage several projects simultaneously; someone who naturally checks and rechecks their own work.

- **Discrete:** exercises utmost discretion and uses independent judgment while working with highly confidential information.
- **Communication:** has an eye for detail and design, with strong editing and proofreading skills for correspondence on behalf of board members and other executives.
- **Flexibility:** available to support Board Members as needed outside of regular working hours to manage short-notice projects, accommodate travel, and cover special events; enthusiastically accepts other duties as assigned.
- **Responsive:** highly accessible and completes tasks quickly and efficiently.
- **Tech-savvy:** skilled user across all the standard business software platforms, including MS Office, internet, iPhone and comfortable operating audio/video equipment for meetings, webinars, conferences, and presentations.
- **Hands-on:** someone who enjoys being on the front line and making things happen.
- **Proactive:** constantly looking ahead, anticipating potential changes, and proposing new solutions and alternatives.
- **Positive:** maintains an upbeat attitude, even under pressure; reflects positive energy, optimism, enthusiasm, and creativity.
- **Confident:** brings a “can-do” attitude, remaining calm and focused under pressure, self-assured in their skills and abilities and able to defend a position tactfully and diplomatically.
- **Growth Mindset:** ability to be creative and apply solutions-based thinking to challenges and opportunities; applies a continuous improvement lens to everything they do.
- **Collaborative:** ability to build professional relationships and work effectively with a wide range of partners and stakeholders.
- **Self-actualized:** ability to work with minimal supervision, someone who enjoys “figuring it out”.
- **Ethical:** possess the highest ethical standards; ability to exercise discretion, professionalism, and uncompromising integrity.

Education & Work Experience:

- Bachelor’s degree; paralegal certificate or JD extremely helpful, but not required.
- Prior experience working in a law firm or other legal environment helpful.
- Experience working within or partnering with nonprofit and or healthcare organizations extremely helpful.
- Direct experience working with board members and a strong understanding of board operations, governance, and protocols.
- Prior experience working with contracts and agreements required.
- Ability to work some nights and weekends.
- Ability to travel on occasion for Board meetings.

For more information or to apply, please contact:

Blair Search Partners

1855 First Ave., Suite 300, San Diego, CA 92101

Sarah Thompson, Director
sarah@blairsearchpartners.com

Tia Anzellotti, Director
tia@blairsearchpartners.com