

Women's Health Innovation Network (WHIN)

What is WHIN:

The Women's Health Innovation Network is a **cross-disciplinary, regional collaboration** that harnesses resources, proven models, and expertise to **foster and drive innovation in women's health.**

WHIN will serve as a catalyst to **accelerate the development and growth of companies developing products and services to address the health and well-being of women.**

WHIN Vision: Create a world where research, medicine, and innovation give equal attention to women-centered design.

Strategic Goals:

- **Improve women's health care outcomes** through the advancement of scientific knowledge and the translation of use-inspired research discoveries into products and services in the market,
- **Increase equitable access to care** for all women, and
- **Engage more women and under-represented populations in all stages of the innovation lifecycle.**

General Overview:

Scheduled to launch in the Fall of 2024, the WHIN HUB will leverage the entire talent pool of NE Florida and beyond **to support startup companies focused on developing products and services to improve women's health and well-being.**

This will be accomplished by providing a variety of incubation programs, both in person and virtually, to accelerate and enhance the successful commercialization of products and services primarily focused on women's health.

Centrally located at the GuideWell campus on Jacksonville's Southside, WHIN will offer programs and services to entrepreneurs spanning all phases of the ideation process, including entrepreneurial training programs and networking opportunities, as well as dedicated/shared office space, conference facilities, access to mentors who can assist with identifying funding and forming relationships with angel and venture investment groups, and access to legal and accounting assistance.

How can the Mayor’s Administration Participate:

- 1) Define Jacksonville as a city with a spirit of innovation like Austin, Boston and Houston
- 2) Allocate Budget for staffing and programmatic activities (\$249,998)
- 3) Assist with seeking federal grant dollars
- 4) Outreach into the community to generate awareness and encourage participation in the Women’s Health Innovation Network (WHIN).

Budget:

WHIN Executive Director (0.5 FTE) @ **\$140,000 (General Fund)**
WHIN Program Manager (0.16 FTE) @ **\$10,000 (General Fund)**
WHIN Program Manager (0.34 FTE) @ **\$20,000 (ARP Funding)**
Related Fringe Benefits/Payroll Taxes at 25% = **\$42,500 (ARP Funding)**
Research/Program Supplies estimated @ **\$7,377 (ARP Funding)**
JU off campus Indirect rate @ 13.70% = **\$30,123 (ARP Funding)**

Total Request: \$250,000 (\$150,000-General Fund; \$100,000-ARP Funding)

Anticipated Start Date: August 1st, 2024

Contract End Date: September 30th, 2025

Job Title: JU Executive Director of WHIN

JU Department: Office of Partnerships and Development

Position Reports to (Position Title): Executive Vice President Partnerships & Development at JU

The Executive Director of WHIN will be responsible for executing the Women’s Health Innovation Network (WHIN) strategy and lead operations that build institutional brand while creating value for WHIN constituents, external stakeholders, and the world.

The Executive Director:

- Interviews, hires, and trains new support staff.
- Oversees the daily workflow of the department.
- Evaluates performance and provides timely feedback.
- Helps to resolve employee issues and disputes.
- Handles discipline and termination of employees in accordance with company policy.
- Identifies, trains and supports team in foundational philosophy and operations of the Women’s Health Innovation Network.
- Builds strategic partnerships with internal and external stakeholders through brand-building partnerships, financial sponsorship, and in-kind donations with the Executive Vice President for Partnerships & Development.

- Cultivates and manages relationships with internal and external constituents, including academic and corporate partners, economic development organizations, state and national governmental organizations, and other mission-aligned organizations as appropriate to further the WHIN mission.
- Delivers a portfolio of high-impact, mission-aligned learning experiences to foster inclusive innovation with a focus on women's health.
- Designs and implements an integrated marketing and communications plans, including program marketing, outreach and media strategy.
- Develops and manage a plan to achieve long-term financial sustainability of WHIN.

Job Title: Program Manager – JU Women's Health Innovation Network (WHIN)

Overview: The Program Manager will be resolute and experienced to lead the Women's Health Innovation Network (WHIN). He/She will report and work in collaboration with the Executive Director of WHIN to oversee all aspects of the programming, including program development, communication and events, implementation, and evaluation of mentorship programming. The ideal candidate will have a strong background in women's health issues, as well as demonstrated experience in program management and leadership.

Responsibilities:

1. Strategic Planning: Assist with the development and implementation of a 5-year strategic plan to advance the goals and objectives of WHIN.
2. Program Development: Lead the development of new initiatives and programs aimed at improving women's health outcomes, in collaboration with internal and external stakeholders.
3. Implementation: Oversee the implementation of program activities, ensuring they are conducted effectively and efficiently.
4. Monitoring and Evaluation: Develop and implement monitoring and evaluation frameworks to assess the impact of program activities and make data-driven decisions for program improvement.
5. Partnership Building: Build and maintain relationships with key stakeholders, including healthcare providers, community organizations, government agencies, and funders, to support program goals.
6. Team Leadership: Provide leadership and supervision to program staff, fostering a collaborative and supportive work environment.
7. Advocacy: Advocate for policies and practices that promote women's health and address health disparities, both locally and nationally.
8. Communication: Develop and implement communication strategies to raise awareness of the Women's Health Innovation Network and engage with target audiences.

9. Presentation: Developing and maintaining comprehensive project documentation, including project plans, schedules, status reports, and presentations.

10. Compliance: Ensure program activities comply with relevant regulations, policies, and ethical standards.

Payment Contingencies

Payment for the Services be contingent upon Jacksonville University's satisfactory performance of the following items, as determined by the City:

1. Compliance with the terms of the Contract;
2. Confirmation of hiring an Executive Director of the Women's Health Innovation Network (WHIN);
3. Confirmation of hiring a Program Manager of WHIN

Each payment request shall be submitted on or before the 15th of the month for the position hired during the previous month and shall include the following information:

1. The current amount of payment requested with backup documentation (*i.e.*, offer letter with salary) to justify such amount;
2. The cumulative amount previously paid under the Contract;
3. Shall certify that the request for reimbursement, progress and financial reports do not include any information that would constitute a false official statement as defined in section 837.06, Florida Statutes.