

RFP: Senior Strategic Partnerships Consultant, Center for Immigrant and Refugee Health (CIRH)

The Center for Immigrant and Refugee Health (CIRH), a program of Public Health Institute (PHI), is seeking a Senior Strategic Partnerships Consultant to provide strategic guidance and support in building community and strengthening partnerships to support CIRH projects, especially the Afghan Refugee School Impact Support to School (ARSI S2S) and Ukrainian Refugee School Impact (URSI).

Responses Due: Email responses to Susan Gluchanicz (sgluchanicz@phi.org) by Friday, July 31, 2025, 12pm (noon) PST

Location: Remote with in-person meeting and events in the state of California

Duration/LOE: up to 110 days through June 2026

Background

The Center for Immigrant and Refugee Health (CIRH), a program of the Public Health Institute (PHI), was established in response to the humanitarian and healthcare needs of immigrants and refugees. CIRH projects aim to improve the health and well-being of immigrants and refugees in California and throughout the United States.

Senior Partnerships Consultant (Consultant) will play a pivotal role in engaging stakeholders to strengthen high-impact partnerships with school districts, community-based organizations (CBOs), county, state, and federal agencies, academic institutions, philanthropic foundations, and private sector stakeholders that will directly support the goals of the Afghan Refugee School Impact (ARSI) and the Ukrainian Refugee School Impact (URSI) Initiatives in California which aim to enhance services that lead to the effective integration and education of eligible Afghan and Ukrainian children and youth. In addition, the Consultant will provide strategic guidance to sustain and enhance CIRH's mission to improve the health and well-being of immigrants and refugees in California and throughout the United States.

DELIVERABLES

Strategic partnership and community building

- Provide leadership and counsel to support the development of a comprehensive stakeholder engagement strategy to cultivate, strengthen and sustain high-impact partnerships with school districts, community-based organizations (CBOs), county, state, and federal agencies, academic institutions, philanthropic foundations, and private sector stakeholders that will directly support the goals of the ARSI S2S and URSI projects, with a focus on enhancing educational outcomes and support systems for refugee students.
- Lead stakeholder mapping, partnership needs assessments, and collaborative planning sessions to identify service gaps, alignment opportunities, and innovative avenues for joint impact.

- Partner with the CIRH Principal Investigator (PI) to support the expansion and deepening of strategic partnerships with County Offices of Education, Associations of Superintendents, School Districts, CBOs, and faith-based organizations, as well as county and state-level stakeholders, so that new and existing relationships are leveraged to advance the reach and effectiveness of ARSI S2S and URSI programs across California.
- Provide monthly stakeholder engagement updates detailing outreach, engagement outcomes, partnership effectiveness, recommendations for strategic improvements, and actionable next steps.
- Strengthen CIRH's leadership and visibility by identifying key coalitions, alliances, and working groups at the local, regional, and state levels. Serve as strategic representative of CIRH in high impact convenings and policy forums to ensure that the perspectives and needs of ARSI S2S and URSI clients are prioritized in policy development and program design.
- Provide leadership and counsel to support the development, negotiation, and facilitation of up to 30 Memoranda of Understanding (MoUs) clearly defining roles, responsibilities, and shared outcomes and reinforcing alignment with CIRH's mission and the operational goals of the ARSI S2S and URSI projects with both existing and prospective CIRH partners.

Establish and operationalize the CIRH Advisory Board

- Recruit diverse and highly qualified members from academia, government, community-based organizations, and the private sector to serve on CIRH's Advisory Board in support of ARSI S2S and URSI projects.
- Develop and implement clear operating and procedural guidelines for the Advisory Board, ensuring full alignment with ARSI S2S and URSI project goals, with measurable outcomes including quarterly board meetings and actionable recommendations.
- Provide strategic guidance to CIRH's Principal Investigator (PI) on the planning and execution of regular Advisory Board meetings, including defining meeting objectives, shaping agendas, and aligning discussions with project goals and stakeholder priorities.

Convenings and Community Meetings

- Work in close partnership with CIRH leadership and staff to design, plan, and implement up to six high-impact virtual and in-person events with community leaders, community-based organizations (CBOs), and local education agencies (LEAs) to assess pressing needs, co-create culturally responsive solutions, and foster long-term, trust-based collaboration. Each event will promote inclusive dialogue, identify service gaps, and strengthen partnerships across local and regional networks. Summarize key findings and develop actionable recommendations to sustain collaboration beyond the events.
- Facilitate up to four structured discussions with County Offices of Education, School Districts, CBOs, and the Association of Superintendents to assess evolving educational needs of refugee students and families. Discussions will surface key challenges and explore best practices for supporting refugee students and their families. Summarize key findings and develop actionable recommendations to ensure local needs are elevated to appropriate county, state, and federal resources and decision-makers.

- Provide strategic guidance on event design and content development, including shaping relevant, refugee-empowering agendas and identifying expert speakers, panelists, or facilitators whose insights will drive meaningful, actionable outcomes. Ensure that each event results in tangible next steps, follow-up opportunities, and shared ownership among stakeholders.
- Design and facilitate events and meaningful engagement strategies that result in tangible outcomes such as Joint Statements, Calls to Action, policy recommendations, or advocacy briefs that advance support for refugees, especially Afghans and Ukrainians and position CIRH as a leader in the immigrant and refugee health space.

Program Sustainability, Capacity Building, and Organizational Development

- Develop and operationalize strategies to sustain and expand CIRH's impact on refugee and immigrant health in California and beyond. Strategies will include actionable recommendations for funding diversification, project scale-up, effective stakeholder collaboration practices, and alignment with community and funder priorities.
- Identify and facilitate cultivation of new and ongoing funder relationships. Provide strategic guidance to align CIRH capacity and expertise with donor priorities.
- Contribute to the production of a CIRH monthly sustainability strategy report, outlining successes, new developments, potential funding sources, and continuity plans for CIRH projects.
- Participate in CIRH team meetings and events (virtual and/or in-person).
- Provide support for long-term leadership development for CIRH, including team capacity building and to foster a culture of collaboration and continuous learning within the team
- Support state and federal funder engagement and education by helping to establish and maintain targeted lists that identify CIRH networks and partners within state and federal legislative districts.
- Provide support to CIRH leadership to strengthen internal processes and structures to enhance organizational effectiveness.

Qualifications:

- Experience in cultivating strategic partnerships with county, state, and federal government agencies, universities, foundations, and/or private sector entities.
- Experience in developing strategies to engage diverse partners and stakeholders in the refugee health and education sectors.
- Expertise in public health, refugee education, or community health promotion.
- Exceptional communication skills for engaging diverse stakeholders.
- Strong interpersonal skills with the ability to build relationships with staff, donor partners, and government leaders at all levels.
- Strong leadership, organizational, and mentorship abilities.
- Commitment to advancing educational equity and program impact for refugee populations.
- Proficiency in Microsoft Word, Excel, PowerPoint, Outlook, and virtual meeting tools including Zoom.
- Willingness and ability to travel within California for stakeholder engagement and program delivery.