

The National Association of County and City Health Officials (NACCHO), a national organization representing nearly 3,000 local health departments nationwide, has an immediate opening for a **Director- HIV, STI, Viral Hepatitis and Harm Reduction** .

POSITION SUMMARY

The Director is responsible for organizing and managing significant functions or programs of NACCHO, including the supervision of professional and/or support staff. The Director is responsible for the effective day to-day operations and outcomes of the unit, developing and implementing initiatives to support the unit's strategic direction, and overseeing unit resources (fiscal and human), in collaboration with the Senior Director or Senior Advisor.

Positions at the director level typically report to a Senior Director or Senior Advisor and require advanced knowledge and experience in an area of specialization as well as significant management capabilities. This position may also require the ability to work on projects of a highly confidential and sensitive nature and interface with internal and external stakeholders across various levels.

Unit Specific Information

The Director will oversee HIV, Viral Hepatitis, and Harm Reduction projects of the HIV, STI, Viral Hepatitis and Harm Reduction portfolio at NACCHO. With the Senior Director, they are responsible for developing the strategic direction for this work, integrating these activities within the unit portfolio and across the organization, and ensuring results.

The Director will oversee the design and implementation of these programs in support of the unit's strategic goals and is accountable for overall management of budgets, work plans, and unit deliverables.

Responsibilities include program and team leadership; strategic planning, program growth, and collaboration; budget management; staff management; stakeholder management; project planning, coordination, implementation, and evaluation; organizational leadership support, and other duties as needed.

An individual at this level is recognized externally as an expert in HIV, Viral Hepatitis and Harm Reduction issues. Positions at this level require the ability to act independently within the broader organizational mission, think strategically, and operationalize the design, implementation and management of projects related to their functional or programmatic area.

COMPETENCIES AND EXPECTATIONS

- **Unit Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- **Project Management** -Ensures successful completion of unit or program activities; Develops unit or program goals, and activities; Ensures alignment of unit or program work with programmatic requirements and NACCHOs goals.
- **People Management** - Includes staff in planning, decision-making, facilitating and process improvement whenever feasible; Takes responsibility for subordinates' activities; Makes self-available to staff; Provides regular and constructive performance feedback; Develops subordinates' skills and encourages growth; Continually works to improve their

own skills in leadership and management; Aligns staff knowledge and skills with unit or program activities.

- **Budget Management** - Obtains financial information from within and outside of an organization for relevant guidance or other information related to unit; Reviews and evaluates the financial data and makes decisions as appropriate; Prepares budget based on direction from budget and finance; Uses guidelines for establishing effective budget objectives; Collaborates across the organization to leverage unit resources and sustain unit activities.
- **Change Management** - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results; Adaptable and responsive to the changing work environment.
- **Business Acumen** - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals; Seeks to improve processes, products and services to meet customer and organizational need.
- **Stakeholder Engagement** - Represents local public health interests, NACCHO, and relevant projects/activities to national, state, and local audiences; Identifies, fosters, and maintains relationships with key stakeholders; Liaises with stakeholders at the local, state, national, and international level, as relevant.
- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce.
- **Human Resources** - Understands and demonstrates knowledge of HR concepts, principles, and practices to determine workload projections and competency gaps to align human capital needs with organizational goals; Understands and demonstrates knowledge of performance management concepts, principles, and practices related to planning, monitoring, rating, and rewarding employee performance.
- **Performance and Quality Improvement** - Cultivates excellence; Fosters quality focus in others; Develops continuous improvement processes; Monitors progress, evaluates results, and implements improvements.

POSITION SPECIFIC DUTIES

- Directs and oversees program management functions for projects related to their designated specialty of work.
- Serves as principal point of contact for requests and inquiries regarding issues related to their designated project(s).
- Contributes to long-term team project planning, including identifying future activities and searching and applying for additional funding to support their designated specialty area of work.
- Ensures collaboration across unit to maximize programs operational effectiveness and value added.
- Serves as resource to program staff to ensure timely, high-quality deliverables.
- Assists Senior Director in connecting project work across the portfolio.

- Provides overall supervision and mentoring of staff to ensure completion of project activities and professional growth and development.
- Develops project work plans and ensures the timely completion of project objectives and activities.
- Supervises programmatic staff in implementing program work plans.
- Oversees development and completion of project reports.
- Develops and oversees process and outcome evaluation of project activities.
- Ensures fiscal requirements of projects related to their designated specialty of work are met.
- Manages program budget in collaboration with Senior Director and NACCHO grants management and finance staff.
- Sustains existing resources to support NACCHO's activities related to their designated specialty work.
- Develops continuation and competitive grant proposals for their designated specialty area of work as well as for other related work.
- Represents NACCHO at national, state, and local meetings, conferences, and other public events on issues related to their unit, as needed.
- Liaisons with other national organizations, industry, and federal, state, and local partners, as appropriate.
- Ensures representation of local public health interests in meetings, events, or products related to their designated specialty of work, as appropriate.
- Represents the Senior Director or Senior Advisor at internal and external meetings, as designated.
- Assists the Senior Director, Senior Advisor, or Chief of Programs in other matters, as assigned.

EDUCATION/EXPERIENCE/SKILLS

- Bachelor's degree in relevant professional field with a minimum of 8-10 years relevant work experience; *or* a Master's degree in relevant professional field with a minimum of 7-8 years relevant work experience; or equivalent combination of education and experience, including a relevant certification. Master's degree and certification(s) in a relevant field preferred.
- Experience in management and implementation of HIV and Harm Reduction programs at the community, local, state, and/or federal level.

Knowledge

- Knowledge of HIV and Harm Reduction issues at the community, local, state, and/or federal level.
- Strong understanding of cooperative agreement, grant management and contract processes, especially from Federal funders.
- Knowledge of association or membership organization environments.
- Intermediate knowledge of Microsoft Office programs, specifically Word and Excel.

Skills

- Advanced grant and cooperative agreement development and management skills
- Advanced budget management skills
- Strong program evaluation skills
- Strong meeting facilitation skills
- Strong research and organizational skills
- Excellent writing skills
- Excellent oral & interpersonal communication skills
- Excellent analytical skills
- Strong attention to detail

Abilities

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations. Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to provide effective coaching and constructive feedback to enhance the job performance of others.
- Ability to establish effective working relationships with diverse groups and interact effectively with co workers, NACCHO members, partner agencies, funders, and other external stakeholders.
- Ability to handle sensitive and confidential information in a professional manner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to sit.
- Occasionally required to walk.
- Occasionally required to reach with hands and arms.
- Occasionally required to talk or hear.
- Occasionally required to bend, lift or climb stairs.
- Occasionally required to lift light weights (less than 25 pounds).
- Occasionally required to travel.

WORK ENVIRONMENT

- The noise level in the work environment usually is moderate.

SALARY RANGE

\$93,840 - \$99,720

SELECTION PROCESS

We only accept applications that follow the electronic process. No phone calls please. This position is subject to background screening. Qualified applicants should send a cover letter with salary requirements, resume and one writing sample to: PN - 479 HIV, STI, Viral Hepatitis and Harm Reduction - Director.

<https://naccho.clearcompany.com/careers/jobs/1f7d3b19-11d1-6eee-b816-684befcb5aca/apply?source=1834938-CS-2909>

NACCHO offers generous benefits plan including but not limited to 13 days of sick leave annual leave allowable accumulation up to 225 hours, and paid vacation leave, as well as other types of leave. NACCHO benefits include a generous health, dental, and vision plan, 5 percent of base salary contribution to 403(b) plan, (not a matching contribution); paid short and long term disability plan and paid term life insurance.

At NACCHO, our commitment to equal employment opportunity and affirmative action seeks to ensure a work environment free of discrimination and harassment. We respect and value work force diversity among all employees and all those with whom we do business.