



Job Description

Executive Director,

National Network of Hospital-based Violence Intervention Programs

BACKGROUND

HISTORY AND MISSION

The National Network of Hospital-based Violence Intervention Programs (www.NNHVIP.org) has a mission to connect and support hospital-based, community-linked violence intervention and prevention programs and promote trauma-informed care for communities impacted by violence. Our vision is that all patients and families impacted by violence receive equitable trauma-informed care through their hospital and within their community.

Hospital-based violence intervention programs (HVIPs) vary in the specifics of their design and scope, but typically include a brief intervention in the emergency department or at hospital bedside and post-discharge intensive community-based case management services. HVIP services are provided by culturally competent Violence Prevention Professionals who often also serve in a mentorship capacity. HVIPs are rooted in the philosophy that violence is preventable and that violent injury offers a “teachable moment” and unique opportunity to break cycles of violence. HVIPs embrace a public health approach to violence prevention as they are grounded in data, which indicate that victims of violence are at elevated risk for re-injury and violence perpetration. This model has been the subject of numerous peer-reviewed studies indicating promising impact on injury recidivism, criminal justice contact, and trauma symptoms. HVIPs are now a recommended practice by the federal government.

Youth ALIVE!, a non-profit agency based in Oakland, established the first HVIP, Caught in the Crossfire, in 1994. Two years later a similar program was launched in Milwaukee (Project Ujima, 1996) and then Baltimore (Baltimore VIP, 1998). In March 2009, Youth ALIVE! convened 30 medical directors, program directors, board chairs, and clinicians to begin a dialogue on the key components and best practices of successful hospital-based intervention. At the end of the two days, the National Network, made up of 8 programs from across the country, was born. From 2009 to 2011, Youth ALIVE! received a federal grant to develop and support the network, including our website, working groups, and best practices guide. From late 2011 to late 2014, Drexel University’s Center for Nonviolence and Social Justice in Philadelphia received another grant to support NNHVIP, at which time administrative duties for the network were split between Drexel (a founding NNHVIP member), The Children’s Hospital of Philadelphia (CHOP, another founding member) and Youth ALIVE!. At the end of 2014, Youth ALIVE! resumed much of the day-to-day administration of NNHVIP, but is now preparing, with the support of the Steering Committee, for NNHVIP to become its own independent organization under the fiscal sponsorship of Community Partners.

The network has grown to hundreds of individuals such as physicians, nurses, therapists, gang interventionists, outreach workers and researchers who are affiliated with 34 member programs in the U.S., Canada, England and El Salvador. We hold a sold-out annual conference of 350 professionals implementing our health approach to violence. In addition to advising on the general direction of NNHVIP, our Steering Committee approves program membership. Non-member programs that are working to fulfill membership criteria are “emerging programs” and are eligible for fee-based technical assistance from NNHVIP.

ORGANIZATIONAL STRUCTURE AND ACTIVITIES

The NNHVIP’s Steering Committee’s 11 members include representatives from HVIPs across the country, and are mainly emergency physicians and trauma surgeons, as well as public health professionals. They serve 2 year terms,

and will advise and support the Executive Director much like a Board of an independent nonprofit would. On the Steering Committee are several members serving ex-officio: the Managing Director (employed at Youth ALIVE!), Training Director (Youth ALIVE!), Research Director (Children's Hospital of Philadelphia), Policy Director (University of Maryland), and Trauma Informed Practice Director (Drexel University). Because of fiscal sponsorship, the Community Partners Board of Directors provides legal governance. Our activities include:

- Training and technical assistance for new and existing programs.
- Monthly working groups based on key topic areas of member interest: Research & Evaluation, Mental Health, Policy, Workforce Development, Professional Certification, and Communications.
- Outreach through our website, e-bulletins and conference presentations. We also create and disseminate publications and reach out to potential partners.
- Membership support, including the Marla Becker scholarship, which is awarded annually to a new or emerging HVIP to visit an established program and participate in a 2-day on-site training.
- Annual conference
- Supporting and conducting research related to hospital-based violence intervention services.
- Policy development and advocacy. As part of our commitment to inform public policies related to violent victimization, we produce policy papers, draft legislation, and advocate within professional associations.
- Professional Certification: One of the Network's major policy victories was to get the National Uniform Claims Committee to add Violence Prevention Professionals to the health care taxonomy. Our Policy group works with the insurers on reimbursement, while our Professional Certification group develops the curriculum and sets the standards for certification and recertification of Violence Prevention Professionals.

OUR FOUNDING EXECUTIVE DIRECTOR

NNHVIP is looking for stable leadership for the next phase of our history, as we seek to expand and deepen our work, taking advantage of partnership and funding opportunities that will allow us to embed our model within the health care system and, someday, allow for universal access to these life-saving programs for victims of violence.

JOB DESCRIPTION

The Executive Director is charged with the oversight of all areas of NNHVIP to ensure that our mission is supported and we take steps to achieve our mission. The Executive Director does this by ensuring that the network and its members have the financial, political, and human resources needed. In addition to having the prerequisite understanding of and passion for our mission and the health approach to violence, the ideal candidate will have proven experience in management of national initiatives, fundraising, and policy. Reporting to the Steering Committee, the ED will work to establish priorities, recommend policies, and share strategic vision based on NNHVIP's mission and goals. Position will establish the location of the national office/NNHVIP Headquarters.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Culture: Through impeccable integrity, openness and humility, foster a culture of collaboration. Leads with our NNHVIP values of Prevention, Opportunity, Care, Community and Equity.

Annual conference: With support of Conference Planning Committee, conference planner, and members, plan and execute a top-notch annual meeting.

Communication and Public Presence: Serve as NNHVIP's lead spokesperson; articulate and advocate the network's mission and promote the HVIP model to individuals, communities, policymakers and the media; respond to

requests for speaking engagements including testimony at legislative or authorizing hearings. Manage website and email communications.

Fund Development: Expand revenue generation opportunities such as publications, technical assistance, member dues and conference fees and sponsorships. Conduct fundraising activities to support existing programs and growth opportunities. Work with foundations.

Member Relations: Cultivate strong relationships with the Steering Committee and the member programs.

Management and General Operations: The Executive Director is responsible for actively engaging a diverse constituency of member programs, emerging programs, allied organizations, policymakers, and financial contributors to fulfill the mission of the organization. As the first full-time ED for NNHVIP, the focus will be on Managing the Network, with the following goals:

- Provide the organizational and operational structures to administer the work of the network in order to meet our goals, including location of headquarters office.
- Develop a sustainable organizational structure.
- Develop a sustainable governance structure.
- Develop a sustainable administrative structure.
- Develop external partnerships that will enhance the network.
- Establish a Strategic Financial Plan to ensure fiscal sustainability.

The ED will also oversee the main activities and pursue to short and long-term goals of NNHVIP, which are as follows:

Connecting HVIPs: Promote an interdisciplinary community that connects HVIPs around the world and will serve as a communications hub to facilitate these connections, generate opportunities, and share information. Provide up to date information through a variety of communication venues regarding the work of the network. Encourage and facilitate communication and information sharing between HVIP sites. Support effective and productive working groups that will meet the goals of the network. Hold an exceptional Annual Conference.

Supporting HVIPs: Generate and provide information, tools, training, and technical assistance that emerging and existing HVIPs need to implement best practices and grow their programs. Provide technical assistance and mentoring to new and emerging HVIPs. Offer a wide variety of training and professional development opportunities related to HVIP development and implementation. Conduct cross-site research and disseminate material related to HVIP efforts. Provide information about funding opportunities to HVIPs.

Promoting HVIPs: Promote HVIPs and the HVIP model through research, advocacy, communication, policy and fund development. Advocate for the HVIP model locally and nationally. Communicate the efficacy of the HVIP model through professional venues. Establish and promote policy related to the HVIP model. Develop an infrastructure for funding HVIPs.

PREFERRED QUALIFICATIONS

- Graduate level degree in Medicine, Public Health, Public Policy or related field.

- Knowledge of the institutions and professional organizations with whom NNHVIP works, including hospitals, health departments, health funders, criminal justice systems, federal agencies and associations like the American College of Surgeons, the American Public Health Association, the American College of Emergency Physicians, etc.
- Proven track record of success in a leadership position overseeing operations of an organization or program with exposure to foundations, while maintaining solid relationships with staff, board, donors and community.
- A minimum of five years of senior level nonprofit organization experience is preferred.
- Successful resource development, fundraising and philanthropy experience.
- Significant experience as a paid or volunteer leader at a not-for-profit organization.
- A solid knowledge of accounting, budgeting, financial management and marketing.
- Extensive experience in leading the process of ongoing strategic planning.
- Extensive experience in public speaking/public relations.
- An entrepreneurial spirit, preferably including experience developing and implementing public-private partnerships to achieve community-wide social and economic goals.
- Evidence from prior work settings of timely, complete and transparent communication.
- Rapidly acquires new knowledge, understands the core work of the organization and successfully encourages the team in meeting goals.
- Ability to speak in front of large groups, both through prepared presentations and impromptu. Evidence of a strong sense for marketing, branding and selling a product or service. Evidence of experience effectively conveying complex and sensitive issues to diverse audiences, orally and in writing.
- Clear evidence of prior work with funders and policy makers. A track record of funds raised. Connections to funders and decision makers.
- Experience serving on and for non-profit Boards. Evidence of successfully “managing up” in prior work settings.
- While keeping communication lines open, independently assesses priorities, develops detailed plans, monitors progress against deadlines and delivers work products on time across multiple projects and demands.
- Experience with fiscal/budgetary/accounting; reporting, compliance and accountability; human resources.

SALARY AND BENEFITS

Full-time position. Competitive salary DOE. Benefits standard for Community Partners employees include Medical, Dental/Vision, Retirement.

TO APPLY

Candidates should send resume, cover letter including your salary requirements, and contact information for 3 references to: NNHVIP@gmail.com. Applications accepted through September 30, 2018.

Interviews to be held in October 2018. Projected start date: November 2018. May work remotely while establishing national office location.