



## **SAFE STATES ALLIANCE POSITION DESCRIPTION**

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**Job Title:** Executive Director  
**Position type:** Full-time  
**Salary:** Commensurate with experience

### **Organization Description**

The Safe States Alliance is a national non-profit organization and professional association whose mission is to strengthen the practice of injury and violence prevention. Formed in 1993, Safe States Alliance is the only national non-profit organization comprised of public health injury and violence prevention professionals representing all U.S. states and territories. Members work in state and local government, hospitals, academic settings and other non-profit organizations. The Safe States Alliance offers a professional, smoke-free workplace and is committed to diversity in the workplace as an Affirmative Action/Equal Opportunity Employer.

### **Position Description Summary**

The Executive Director is the senior management position for the Safe States Alliance and reports to the Executive Committee (board) through the Executive Committee President. This position also receives direction and oversight from the Management Team, which consists of the President, President-Elect or immediate Past President, Vice President, Secretary, and Treasurer. The Executive Director is supervised by and has performance evaluated by the Executive Committee President. This position works closely with the Deputy Director and other staff members to accomplish the work of the association through the volunteer membership, partners, and contractors. The Executive Director provides oversight and monitoring of Safe States Alliance's four full-time and four part-time employees. The Executive Director's primary responsibilities include:

- Enable the Executive Committee to fulfill its governance functions;
- Provide direction and leadership to achieve Safe States Alliance's mission, strategic plan, and annual operating plans;
- Serve as an advocate for the field of injury and violence prevention professionals' interests with federal organizations and other partners and stakeholders; and
- Secure funding for Safe States Alliance and work closely with the Deputy Director as stewards of the association's funds.

### **Duties**

The Executive Director will have both internal and external facing duties, ranging from funder and project management to human capital. The Executive Director will partner closely with the Deputy Director and the volunteer leaders (board) to chart a path for future growth and strategic management of the association. Below is a summary of the Executive Director's primary duties.

### **Officer, Executive Committee and Member Relations**

- Provides appropriate, adequate and timely information to the Officers and Executive Committee to prepare them for making informed decisions and carrying out leadership and legal responsibilities.
- Contributes to the planning and formulation of policies and programs and oversees their implementation.
- Works closely with the Executive Committee to review, update and implement the Safe States Alliance strategic map, leveraging resources to achieve strategic priorities;
- Identifies and/or provides appropriate training for enhanced Executive Committee and Officer effectiveness as determined by board self-assessment.

## **Management and Administration**

- Manages personnel effectively including recruiting, hiring, establishing clear and attainable performance standards, conducting and documenting annual performance reviews, maintaining high morale, ensuring ongoing professional development and training, and ensuring compliance with personnel policies and state and federal regulations on workplaces and employment.
- Directly supervises the Deputy Director, Director of Finance and Operations, and Government Relations Director.
- Contributes to the planning, implementation and evaluation of programs.
- Manages new business development with funders and partner organizations.
- Assures the necessary resources to fulfill Safe States Alliance's mission and vision. Provides fundraising leadership and expertise to staff, consultants, and the Executive Committee.

## **Leadership, Partnership and Advocacy**

- Serves as an effective spokesperson for the association. Represents the programs and point-of-view of the association to agencies, organizations and the general public. Maintains and enhances the Safe States Alliance's reputation to the public health community.
- Maintains and utilizes a working knowledge of significant developments and trends in the injury and violence prevention, public health, not-for-profit and association fields of practice. Establishes a strong peer network.
- Establishes sound working relationships with funders and partners through regular communication, joint activities and other opportunities for partnership and collaboration as identified.
- Serves as an effective advocate for the Safe States Alliance by developing and pursuing a legislative agenda aligned with the Executive Committee's approved policy agenda.

## **Minimum Qualifications**

- At least five distinguished years in a senior management position in nonprofit organization, foundation, or government agency
- Bachelor's degree in public health, public administration, non-profit management, business, communication or closely related field from an accredited university

## **Preferred Qualifications**

- 10+ distinguished years of experience in management roles of progressively increasing responsibility, including leadership of a member-based association
- Advanced degree in public health, public administration, non-profit management, business, communication or closely-related field from an accredited university
- Knowledge of injury and violence prevention, public health networks, emerging issues, and major challenges and opportunities in the field
- Residence in Washington DC, Atlanta, or in reasonable driving distance to these areas, due to a large number of meetings occurring in or around these cities

## **Desired Knowledge and Skills**

A successful applicant for this position is highly motivated and flexible, thinks critically, works independently, and exhibits the following knowledge and skills:

- Track record delivering superior results, commanding respect, and assuming leadership roles
- Proven visionary leadership and effective management of a complex, multidisciplinary organization
- Excellent skills in persuasion, negotiation and influence, including the ability to navigate in a complex political environment

- Convincing and inspiring communicator, externally and internally, formally and informally; outstanding oral and written communication skills
- Demonstrated ability in fundraising, grant writing, and development of resources from diverse entities;
- Demonstrated ability to establish rapport, trust and confidence with senior decision-makers based on professional excellence, credibility and integrity
- Knowledge about state and federal policy and budget processes
- Passionate about Safe States Alliance's mission and impact
- Proven ability to work with efficiency, flexibility, and good humor
- Demonstrated ability to build and maintain relationships with a wide array of people from diverse backgrounds
- Ability to be attuned to the needs of members, stakeholders and other constituents, with a keen sense of potential opportunities as well as problems
- Demonstrated ability to effectively develop, manage, and administer grants, contracts and cooperative agreements
- Excellence in problem-solving and leading effective change
- Demonstrated ability to recruit, motivate, engage and retain volunteers
- Proven ability to collaborate effectively and to convene leaders and organizations around issues and opportunities of common interest
- Familiarity with budget preparation, analysis and monitoring, as well as nonprofit accounting.
- Ability to work independently, with effective and efficient use of technology, including personal computer, fax, telephonic conferencing and other tools for telecommuting

### **Conditions of Employment**

- Must be willing to travel up to 35 percent of the time to attend national meetings, develop partnerships, and meet with staff. This will include frequent travel to Atlanta, Georgia and Washington, DC.
- Must be willing and able to work remotely. The Safe States Alliance headquarters is currently located in Atlanta, Georgia. Several staff currently work remotely from other states. The Safe States Alliance will be transitioning to a fully virtual office in January 2019. The Executive Director may reside anywhere, as long as s/he has good access to an airport. Given that a majority of in-person meetings occur in Atlanta or Washington, it is preferable that the Executive Director live near one of those areas.

### **How to Apply**

To apply for the State States Alliance Executive Director position, applicants must submit the following items via email to [president@safestates.org](mailto:president@safestates.org) by **November 8, 2017**.

1. A current resume
2. A list of three professional references (Please note, reference checks will not occur until the final stages of the interview process and applicants will be notified before references are contacted)
3. A cover letter that describes why you want to lead the Safe States Alliance, how your experience aligns with the minimum and preferred qualifications of this position, and your salary requirements
4. A brief response to the following supplemental questions:
  - a. What do you conceive leadership to be? Please describe your leadership style.
  - b. What do you believe is the key to successful resource development for associations and/or non-profit organizations?