ILLINOIS VIOLENCE PREVENTION AUTHORITY

JOB DESCRIPTION

Director

The Director of the Illinois Violence Prevention Authority is appointed by the Co-Chairs of the Authority and reports to the Authority. The Director is responsible for providing the leadership and management oversight of all IVPA operations. Specific responsibilities include:

Management oversight of the statutory obligations of the Authority, including the coordination, planning, funding, evaluation and technical assistance functions;

Provision of staff support to the Authority and its committees;

Administration of the IVPA office including supervision of staff, budget development management, grants administration and general operations;

Interfacing with and reporting to the Governor's Office on matters of budget, policy and program administration, as required and requested;

Provision of leadership and education on violence prevention issues, with emphasis on a combined public health and public safety approach to violence prevention;

Serving as a liaison with the State legislature; working with other legislative liaisons from key agencies to support and promote the vision, mission and goals of IVPA;

Representation of the Authority at national, statewide and local levels; and

Other duties as prescribed by the Authority or its Co-Chairs.

Requirements: At least five years of successful experience in organizational and human resource management and development, policy development, fund development and coalition-building; excellent written and verbal skills, including public speaking; dynamic leadership skills; considerable knowledge of the nature, scope and causes of violence, and best practices in violence prevention; ability to work with a variety of disciplines in both the public and private sectors; graduate degree in a related field preferred or commensurate experience; willingness and ability to travel, including a valid driver's license.