ILLINOIS VIOLENCE PREVENTION AUTHORITY

JOB DESCRIPTION

Director

The Director of the Illinois Violence Prevention Authority is appointed by the Co-Chairs of the Authority. The Director shall report to the Authority and shall serve as the Authority's liaison to the Governor's Office. 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, program administration and other pertinent matters, 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, its Co-Chairs or the Governor's Office.

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.