Overview

The Director of National Programs is an essential part of the Black AIDS Institute (BAI) executive leadership team and provides dynamic management in program oversight, implementation and evaluation, financial and grants management, vision enhancement, and strategic planning for programming efforts throughout the US. Reporting to the CEO, the Director of National Programs has the primary responsibility for the day-to-day leadership, direction and success of the organization’s expansive national efforts. The position leads BAI’s training and capacity building portfolio, its policy, organizing, mobilization, and relationship-building efforts with a diverse group of constituents including elected officials, community, advocates, health departments, AIDS Service Organizations, and others invested in ending HIV in Black America. This position ensures that visionary and strategic program goals and objectives are met through continual monitoring of data, effective communication, and collaboration with other departments and agencies.

The ideal candidate must have a demonstrated commitment to anti-oppression work that fights for the core values of social justice and equal representation, have a strong work ethic, demonstrated success in program planning and implementation, as well as thrive in an unapologetically Black work environment.

This is a full-time position. Some weekend and evening hours will be required. Significant travel is required.

Black people, LGBTQ+ people, and people living with HIV or are on PrEP, are highly encouraged to apply.

Job Location: Southern US (No re-location costs are borne by the agency)

Reporting Relationship: CEO

Supervisory Relationship: Training & Capacity Building Manager, Project Manager(s), Health Department Manager, Policy & Organizing Manager

Agency-wide Duties and Responsibilities:
- As an organizational leader, exemplify our core values and dedication to a culture of excellent leadership, in which leaders foster an environment where staff feel valued and appreciated, where all staff hold themselves accountable in service to our community and stakeholders, and all staff eagerly pursue excellence.
- Supports the mission, vision, and values of the Black AIDS Institute
- Complies willingly with all organizational policies and procedures
- Supports all functions that attain and maintain accreditation and compliance with regulatory agencies
- Supports and facilitates positive interaction with others by exhibiting:
  - Individual maturity
  - Respect for others
  - A team-centered approach
  - Cultural humility
  - Maintenance of confidential information
- Communicates appropriate information to other departments in a timely and effective manner
- Participates in appropriate professional development programs to attain and maintain competency
- Consistently exercise discretion and sound judgment to analyze, interpret and act, evaluating possible courses of conduct and making decisions for the best outcomes for the client, team and the organization
- Maintain high ethical standards and conduct regarding confidentiality, integrity, dual-relationships, and professional behavior overall, representing BAI effectively and positively to all internal and external constituents
- Create and maintain an inclusive and equitable work environment that is respectful of all, embraces diversity and equity, and includes diverse perspectives and talents in problem-solving
- Perform other duties as assigned

**Position Specific Duties/Responsibilities:**

**Strategic Direction & Leadership**
- Assisting the CEO and senior leaders with strategic planning and coordination of the organization’s programs, projects, and policy positions
- Identifying and executing on key areas of strategic innovation
- Building and reinforcing a culture of excellence and responsiveness

**Personnel Management & Supervision**
- Working with hiring managers and Human Resources to develop job descriptions, recruit program team members, and hire stellar members to their programmatic management and staff
- Appraising performance of program managers and team leads
- Developing and maintaining personnel work schedules and structure to ensure proper coverage ratios and time off
- Organizing and conducting skills-building, internal capacity building, and best practice workshops
Ensuring team members have continual opportunity for upward growth in the organization and increasing scope of responsibility

Building a collaborative, positive and inclusive team culture, bridging the geographic distance among team members

Identifying, retaining and directing the services of consultants, as needed

**External Relationships**

- Representing the Institute in programmatic activities (meetings, consultations, etc.) involving external partners and programs, organizations, grantors, and advocates whose work is supported or facilitated by BAI
- Developing and delivering presentations and interviews in a variety of settings
- Developing and strengthening relationships with current and future partners including state and local health departments
- Serving as liaison to funding and community partners on a local, statewide and national level
- Writing opinion pieces, original research, and other information to disseminate to Black communities

**Administration**

- Communicating the organization’s goals and operational plans to all levels of the organization and external partners
- Setting program strategy and goals to meet funding deliverables and strategic priorities
- Leading day-to-day management and coordination of BAI’s national programs (Training & Capacity Building, Health Departments, Policy & Organizing, Mobilization)
- Directing the creation and maintenance of communication and project tracking systems, and managing the implementation of logistical and administrative tasks, as needed, in connection with the Institute’s interdepartmental programs, initiatives and activities
- Providing expert guidance and leadership to BAI managers and programs to ensure programmatic goals and impact are achieved
- Monitoring project performance to achieve project goals, working closely with the Research & Evaluation team to ensure accuracy of data and performance measures
- Managing program data and database management, program measures/outcomes assessment, and reporting
- Providing strategic leadership, project management, and scheduled reports for programmatic activities

**Fund Development & Management**

- Creating programmatic budgets for executive-level approval; monitoring and approving programmatic budgetary expenditures
- Contributing content for grant proposals; writing grant reports in close collaboration with Development staff
- Selecting program staff to participate in development activities as appropriate
• Providing leadership, project management, and scheduled reports for assigned activities, including, but not limited to, grant-funded programs
• Leading preparation for funder program reviews and site visits, and preparation of proposals and reports (annual, interim, and progress)
• Completing all grant reporting requirements such as reports, project outcomes, etc.
• Collaboratively participate in the strategic diversification and sustainability of funding

Preferred Professional Qualifications:
• Masters-level degree in related field (MPH, MHA, MPA, etc)
• At least 10 years of progressive experience in health policy or public health with Black communities.
• At least 6 years of supervisory experience
• Applied and practical experience in the design and delivery of capacity building and technical assistance
• Applied and practical experience with mobilizing communities and engaging with elected officials and health departments
• At least 2 years’ experience in procuring and managing federal and government contracts
• Knowledge of quality improvement and the principles of performance management to improve patient and programmatic outcomes
• Expertise in healthcare delivery, policy, and financing is preferred
• Excellent analytic, strategic thinking and presentation skills including interpersonal, as well as oral and written communications skills
• Excellent planning skills, extremely organized, able to work independently and multi-task like a pro
• Leadership skills that include team building, coaching, problem analysis, and conflict resolution, and have strong skills in systems development and management
• Ability to work both independently and as part of an interdisciplinary team
• A demonstrated experience in social justice and commitment to working with Black communities, PLWH, and LGBTQA+ folks
• Ability to travel significantly (up to 50% travel-time required)
• Advanced knowledge of Microsoft Word/Excel/Access/PowerPoint/Outlook

General Skill Requirements:
• Excellent oral, written, interpersonal communication, public speaking and presentation skills
• Exemplary ability to manage multiple tasks using independent judgment and discretion
• Ability to work independently and accurately in a high-paced, deadline-oriented environment
• Ability to work under pressure while exercising discretionary judgment; make decisions when necessary with minimal direct supervision; work remotely without supervisory accompaniment

Physical and Sensory Requirements:
• Ability to read, write and converse in English
• Ability to communicate efficiently with staff, stakeholders, and vendors
- Ability to remain calm and composed under stress
- Bending, lifting, grasping, fine hand/eye coordination, pushing/pulling, and/or prolonged sitting/standing
- Ability to respond to telephones and other auditory stimulation
- Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements)
- Ability to evaluate/interpret information and make independent judgments/decisions

To apply, submit a cover letter, resume, and writing sample to humanresources@blackaids.org. Email subject line should read “Director of National Programs.” Incomplete submissions will not be considered. Screening will begin Friday, April 24, 2020 and will continue until the position is filled. No phone calls please.

About the Black AIDS Institute
Founded in May of 1999, the Black AIDS Institute (BAI) is the only national HIV/AIDS think tank focused exclusively on Black people. The Institute’s mission is to stop the AIDS epidemic in Black communities by engaging and mobilizing Black leaders, institutions, and individuals, in efforts to confront HIV. BAI disseminates information; advocates for sound, inclusive, culturally responsive public and private sector health policies; offers training and capacity building; provides health screening for HIV/STI/Hep C and other chronic and/or infectious diseases, and linkage to inclusive Black centered primary health care; and conducts advocacy and mobilization from a uniquely and unapologetically Black point of view.

The Black AIDS Institute is an Equal Opportunity Employer.

For more information about the Black AIDS Institute visit www.blackaids.org.