



Position Opening: Chief Impact Officer/ Executive Director

Reports to: Board of Directors

Location: Cincinnati, Ohio Area

ABOUT TRISATE TRAUMA NETWORK

Established in 2015, the Tristate Trauma Network (TTN) focuses on providing high-quality training to service-industry professionals on trauma-responsive care and educating the public on how trauma plays a crucial role in our emotions, behaviors, and ultimately, our futures. To date, we have trained more than **5,000 and certified more than 400** service-industry professionals. In addition, through our Trauma-Informed Care (TIC) Learning Communities, we have facilitated change within 32 tristate agencies to become more trauma-informed. TTN is a membership-based group of close to 300 dedicated individuals and agencies who understand that trauma knows no boundaries, no stereotypes, no gender, no race, and requires a specialized approach. Each of our members plays a vital role in creating trauma-informed systems of care and influencing change for future generations, so trauma survivors can not only heal, but thrive.

POSITION SUMMARY

This is a remote position in the Greater Cincinnati area. The Board of Directors of TTN is seeking an experienced, visionary, and passionate nonprofit Chief Impact Officer/Executive Director type professional to advance our mission, establish/implement agency strategy, drive growth, and operate the agency to ensure that it remains operationally sound and stays on course with its mission. Reporting to the Board of Directors, this Chief Impact Officer/ Executive Director will have overall strategic and operational responsibility for TTN's staff, programs, expansion, and execution of its mission. They will initially develop deep knowledge of field, core programs, operations, and business plans.

This proactive leader will influence others to promote and support the mission in terms of time, talent, and resources. This Key Professional will grow TTN strategically and intentionally – take it to the next level - and engage key stakeholders and committees to achieve greater outcomes.

ESSENTIAL JOB RESPONSIBILITIES

(In collaboration with appropriate agencies and committees)

Training Operations

- Play a significant role in developing, planning, and organizing professional development programming.
- Coordinate with agencies to offer CEUs for trainings
- Coordinate Trauma Responsive Care Certification and follow-up credentialing

- Plan, coordinate facilities, schedules, and presenters for annual conference
- Solicit and secure sponsors, membership, and agencies
- Create and maintain Learning Community approach and dynamics for TTN
- Oversee training outcomes and marketing for expanding membership

Management

- Participate in all Governing Board meetings and report outcomes
- Supervise staff and interns
- Nurture and grow the Governing Board membership

Financial

- Conduct purchasing and send receipts to bookkeeper by budget category
- Review budget for accuracy
- Formulate annual budget with approval from Finance Committee

Marketing and Website Operations

Resource page and Contact page updates

- Social media – FB
 - Updates about programs/events
 - Posting articles/blogs

Grant seeking, writing, and management

- Continuously search for grant opportunities, develop proposals, and submit applications.
- Coordinate funded grants to achieve successful outcomes and eligibility for future opportunities

Additional Duties as Assigned

QUALIFICATION & SKILL-SETS

- A bachelor's degree in education, nonprofit management, business, social work, social services, or other related field
- Five to seven years of nonprofit or other relevant experience, particularly in a people-management/leadership role, strategic plan implementation, and fundraising
- Communication: Must have excellent written and verbal communication skills, as well as public speaking, social media, and interpersonal skills
- Organizational and planning skills, including the ability to multi-task and complete a varied set of tasks in a timely manner (willingness to wear multiple "hats")
- Self-motivated and able to work independently and remotely
- Demonstrates passion for organization's mission, programming, and professionalism
- Comfortable working in a small-team atmosphere
- Computer skills: Microsoft Office suite of products, including Word and Excel, and other computer programs requiring website submissions

- Operational skills: program management, staff management, strategic planning, finances/budget, etc.
- Not necessarily license eligible- will consider life experience and trauma competency first

TIMELINE, SALARY & RESUME SUBMITTAL PROCESS

SALARY: \$60,000 - \$65,000

Resumes will be accepted until a candidate is identified. Interviews will begin mid-January or thereafter.

Cover Letter & Resume Submission Instructions - all candidates' interest and submission will be held in confidence.

Qualified candidates should submit their cover letter and resume to: Gina Hempel at ginahempel@gmail.com. All candidates' cover letters and resumes will be carefully reviewed, and each will receive confirmation of receipt from Ms. Hempel. Thank you for your interest in Tristate Trauma Network!

Tristate Trauma Network is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.