

Position: TSPN Deputy Director

Full-time position; In – person; Nashville, TN

Qualifications:

Education and Experience: Bachelor's degree in social service (i.e., psychology, public health, social work, etc.) with work experience for four years or more. A master's degree in a social service or management field is preferred. Experience in project coordination and management, as well as operations is preferred.

Minimum of two years of suicide prevention or other prevention activities, volunteer management, or supporting remote teams experience in addition to the related degree is preferred.

These qualifications express minimum indicators for education and experience. Other combinations of education and experience, if evaluated as equivalent, may qualify an applicant for consideration.

Knowledge and Abilities:

- General knowledge of state regulations concerning program management and fiscal accountability.
- Knowledge related to suicide prevention, intervention and postvention.
- Knowledge of current computer and web-based technology related to communications, word processing, data processing and information management.
- Ability to deal tactfully with the public, funding sources, and co-workers, including the ability to exercise good judgment in evaluating situations and making decisions.
- Excellent communication skills (both written and verbal) as demonstrated by the ability to express ideas clearly, concisely, and convincingly.
- Experience with volunteer recruitment, engagement and management.
- Ability to resolve conflict in a professional manner.
- Excellent organizational, management, and creative skills as evidenced by the ability to successfully translate abstract ideas and concepts into concrete and measurable program components and outcomes.
- Excellent oratory and presentation skills to large and small audiences; experience as a trainer considered.
- Experience providing operations coordination and direction to staff and teams that work in office or remotely.
- Working knowledge of certifications in evidence-based curriculum such as QPR, ASIST and Youth Mental Health First Aid would be advantageous.
- Proven written skills in grant writing and/or grant reporting would be beneficial.

General Responsibilities:

- Work with the TSPN Executive Director to promote the mission and enhance the outreach and awareness of TSPN.
- Collaborate with Regional Directors and team leads to identify and operationalizing program area goals and issues for their specific regions in a collaborative fashion that will engage the TSPN Advisory Council and volunteers.

- Support the Executive Director of TSPN in engaging community leaders and volunteers on suicide prevention.
- Collaborate with the Executive Director of TSPN in identifying needs, developing strategic objectives to reduce suicide, engaging community leaders and volunteers on suicide prevention, measuring and reporting outcomes, etc. for TDMHSAS, funders and the community.
- Takes meeting minutes and tracks tasks assigned during meetings.
- Answers TSPN phone lines – responds to any that are crisis calls.
- Tracks training certifications for TSPN staff, Advisory Council and volunteers,
- Tracks and assures an accurate list of Advisory Council members, their appointment dates and contact information.
- Coordinate grant programs as assigned.
- Assist the TSPN Executive Director to coordinate staff training and certification as needed in all training protocols used by TSPN; maintains a log of the credentials of all TSPN staff and Advisory Council members.
- Supervise the TSPN Report Analyst to ensure grant outcomes and reports are completed in a timely fashion.
- Attend annual national suicide prevention conference and grantee meetings as assigned.
- Represent other TSPN programming efforts at appropriate meetings, coalitions, and events as assigned.
- Reviews and coordinates TSPN template power points, event flyers and program content for TSPN Regional Director's and submits for TSPN Executive Director review via communications spreadsheet (Monday.com).
- Forwards event and meeting flyers or meeting information to the Communications Director for event posts and website updates.
- Assists in the development and writing of grants, newsletters and other documents as assigned.
- Manages and responds to messages to TSPN@TSPN.org
- Coordinates TSPN conference events with the office/event manager.
- Reports regularly to the Executive Director with a synopsis of the region's activities and relays staff input.
- Assist with the recruitment, onboarding, and retention activities for new and existing staff.
- Assist the Regional Directors with coordinating regional network activities, attending TSPN meetings and other unscheduled meetings as assigned.
- Performs other duties as assigned.

Supervisory Responsibilities:

TSPN Report Analyst

Reports To:

TSPN Executive Director

Starting Salary Range:

\$55,000 - \$60,000