

## **TAADAS Job Description**

### **TSPN Executive Director**

#### **Full time position**

*This position functions within the TAADAS organizational structure and exercises authority delegated by the TAADAS Executive Director.*

#### **Qualifications:**

##### Education and Experience:

- Bachelor's degree in a social service field (i.e., psychology, public health, social work, etc.) with four or more years of relevant work experience. A master's degree in a social service or management field is preferred.
- Minimum of five years of suicide prevention or crisis services experience in addition to the related degree is preferred.
- These qualifications express the minimum standards for education and experience. Other combinations of education and experience, if evaluated as equivalent, may qualify an applicant for consideration.

##### Knowledge and Abilities:

- Knowledge of state and federal regulations and programs related to suicide prevention, intervention, and postvention.
- Knowledge of current computer and web-based technology.
- Ability to deal tactfully with the public, funding sources, and co-workers, exercising sound 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.
- Excellent organizational, management, and creative skills as evidenced by the ability to successfully translate abstract ideas and concepts into concrete and measurable outcomes.
- Working knowledge and strong proficiency in Microsoft Word, Excel, and PowerPoint; additional proficiency in data and program management is preferred.
- Excellent oratory and presentation skills to large and small audiences.
- Working knowledge or certifications in evidence-based curriculum such as QPR, ASIST, AMSR, SAFE, etc. is preferred.
- Proven written skills in grant writing, grant reporting, news articles, journal publications, research, or similar technical writing.

#### **General Responsibilities:**

- This position reports directly to and operates under the supervision, authority, and direction of the TAADAS Executive Director, with all strategic, operational, fiscal, and personnel decisions subject to the TAADAS Executive Director's review and approval.
- Promote TSPN and its mission by advancing suicide prevention, intervention, and postvention efforts statewide and enhancing the image of TSPN as the official voice for suicide prevention in Tennessee. Represent TSPN programming efforts at meetings, coalitions, and events, and serve as a media spokesperson and thought leader.
- Establish and maintain collaborative working relationships with funding sources, customers, legislators, government agencies, partnering organizations, community task forces, advisory councils, volunteers, and other relevant stakeholders.

- Oversee the overall operation of TSPN, including stewardship of physical and financial assets, recruitment, supervision, and direction of staff, and implementation of suicide prevention programs.
- Administer the identification and operationalization of program goals and priorities for Regional Directors, advisory councils, staff, and volunteers.
- Serve as part of the TAADAS leadership team to develop, implement, and review organizational and operational issues.
- Advocate for suicide prevention throughout Tennessee through coalition work, legislative initiatives, and grant opportunities, and collaborate with TDMHSAS to identify needs, develop strategic objectives, engage community leaders and volunteers, and measure and report outcomes.
- Implement and report results from evidence-based suicide prevention trainings and programs, including prevention, intervention, and postvention initiatives, particularly as they relate to grant and program requirements.
- Publish the annual State of Suicide Prevention report.
- Oversee and implement the CONNECT II grant, Department of Health Prevention Grant, and any additional grants awarded to TSPN.
- Utilize a public health approach by leveraging data to inform advocacy strategies, program development, and organizational activities.
- Attend annual national suicide prevention conferences and grantee meetings.
- Develop short-term and long-term program goals and objectives for Advisory Council Executive Committee review and ensure annual updates based on changing needs and progress toward objectives.
- Keep the Advisory Council Executive Committee informed of organizational activities, progress, and challenges; provide consultation and recommendations as needed.
- Ensure program information and required reports are accurate, timely, and submitted to the Advisory Council Executive Committee, funding sources, and regulatory agencies.
- Report to the Executive Committee with a synopsis of the Executive Director's and agency activities, including developments relevant to TSPN's mission.
- Coordinate Regional Advisory Council activities and TSPN meetings, provide timely notice of meetings and important announcements, and attend additional meetings as requested.
- Provide input on fiscal resources to ensure funding is sufficient, sustainable, and used efficiently, and review financial reports and budgets with the TAADAS Executive Director while assisting in development of the TSPN budget.
- Participate in hiring, training, evaluation, and dismissal of employees in collaboration with TAADAS human resource staff and under the direction of the TAADAS Executive Director.
- Ensure compliance with all contractual obligations, laws, and regulatory requirements; report compliance issues to the TAADAS Executive Director and the TSPN Advisory Council Executive Committee.
- Ensure legislative activity complies with not-for-profit regulations and contractual obligations with TDMHSAS and other funders.
- Perform other duties as assigned.

#### **Supervisory Responsibilities:**

Directly supervise the TSPN Regional Directors, TSPN Deputy Director, TSPN Data Director and other programmatic staff.

#### **Reports To:**

TAADAS Executive Director (with the input of the TSPN Executive Committee and TDMHSAS)