



*To apply, submit a cover letter, resume and three references to Jobs@BIAV.net by 5pm on May 1, 2024 with Director of Programs in the subject line. References will not be contacted unless a candidate is a finalist for the position and with the consent of the candidate. Candidates selected for a first round phone interview will be contacted by May 8, 2024. For information about BIAV, please visit our website <https://www.biav.net/>
No phone calls please.*

POSITION ANNOUNCEMENT – Resumes accepted until 5pm on May 1, 2024

Job Title: Director of Programs

Status: Exempt

Report To: Executive Director
Richmond office

Work Schedule: Full time; Hybrid 3-4 days/week in

Salary Range: \$65,000 - \$75,000 plus benefits

Anticipated Start Date: June 3-17, 2024

Position Summary : Responsible for development, implementation and evaluation of BIAV programs to achieve organizational priorities, goals and objectives pursuant to the Strategic Plan and obligations to funders.

Primary Duties

- Develop and implement short and long-term goals and strategic objectives for BIAV's programs.
- Plan and direct program activities, including budget management, in accordance with the mission and the goals of the organization.
- Implement standardized processes and improvements and coordinate the delivery of services among different programs to increase effectiveness and efficiency.
- Research and analyze member or community needs to determine program directions and goals.
- Refine a program evaluation framework to assess the strengths of the program and identify areas for improvement and conduct an annual evaluation.
- Identify, coordinate, and monitor existing and new resources for program and agency use.
- Serve as a liaison to community organizations and external stakeholders with shared interest & goals in improving access to brain injury services
- Develop and maintain strong working relationships with outside agencies and individuals to foster program growth.
- Monitor staff performance, meet regularly to review job performance and implement corrective action as appropriate.
- Identify, evaluate and control risks associated with program activities.
- Work collaboratively with the Development Director on grant submittals.
- Facilitate the development of new educational materials and/or activities, including continuing education for professionals, utilizing different media as appropriate for audience or topic. Development includes content creation and speaker selection.
- Coordinate and create annual conference content with program staff and stakeholders
- Develop and implement ideas to improve education programs' attendance, engagement and experience for members, stakeholders and professionals serving people with brain injury.
- Supervises three full-time positions
- Other duties assigned.

Minimum Educational & Experience Requirements

- Bachelor's degree in Human Services, Public Health, Physical Therapy, Occupational Therapy, Public Administration or related field
- Master's Degree preferred
- 8-10 years of previous program development and implementation experience
- Knowledge of and/or experience with adult learning models and techniques preferred

Minimum Skill Requirements

- Knowledge of physical, psycho-social, behavioral and/or cognitive sequelae of brain injury and its impact on family and community systems
- Knowledge of Government entitlement and service delivery systems
- Program management and budget experience
- Effective and professional verbal and written communications
- Strong interpersonal and collaborative skills with the ability to build strong relationships with other employees, Board Members as well as community groups and other related agencies
- Exceptional time management and organizational skills
- Proficiency with MS Office, social media and database software applications
- Pass pre-employment background screening
- Passion for service to people with brain injury and their caregivers
- Strong interpersonal skills
- High degree of confidentiality and diplomacy

Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the position.

- Continuous remaining in a stationary position, particularly, but not limited to, at a desktop computer
- Continuous visual review of print and electronic documents
- Frequent travel by car to meetings and events
- Frequent repetitive use of hands/arms including typing, writing, phone & computer use
- Frequent communication: verbal and written, in-person, phone and electronic

Work Environment

Hybrid Office Environment – in Richmond office 3-4 days/week

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