

## Additional Information about the Executive Director Position and BIAV

The Brain Injury Association of Virginia (BIAV) is actively seeking candidates for the Executive Director role.

### **Essential Executive Director Position Functions:**

#### *Board & Committees*

- Regularly communicate with Board, select committees, and Chairpersons via telephone, electronic mail, and personal meeting to keep volunteer leaders informed of developments within the field and the Association.
- Research, write, and recommend governance and programmatic policies, positions, and strategies to guide governance-level deliberations and decisions.
- Arrange board and committee meetings and teleconferences; draft agendas for approval; prepare and disseminate reports and background materials; write and circulate minutes; and take action as directed by the Board.
- Support Nominating Committee in the recruitment, orientation, and training of new Board members; identify desired skills/experience; prepare call for nominations; screen nominees; prepare election ballot; announce results; plan and conduct orientation program.
- Undertake special projects independently or in collaboration with committees, volunteer leaders, or staff (e.g., corporate restructure).
- Respond to public inquiries regarding board operations; respond to board member requests; maintain board roster and related files.
- Serve the Board of Directors by recruiting candidates, collecting, analyzing and summarizing information and trends, remaining accessible and answering questions and requests

#### *Lead the BIAV Organization*

- Manage and oversee supervision of Association staff, including authority to hire, evaluate, terminate and institute disciplinary action; lead staff meetings; arrange for appropriate staff trainings/retreats; monitor and facilitate positive staff culture.
- Undertake human resource projects as necessary, such as personnel policy manual, job descriptions, and compensation studies.
- Work closely with the Board, staff and key stakeholders in the development of BIAV's strategic plan; track and report progress and results to Board, stakeholders and partners.
- Identify organization-wide metrics and track results.
- Provide proactive communication of organizational and functional objectives to align individual performance metrics.

#### *Public Communication & Representation*

- Work closely with volunteer leaders, committees, and staff to research, formulate, and communicate the organization's public policy positions and goals; write or edit position papers, press statements, testimony, comments, and related documents.

- Oversee and participate in the Association's public awareness and public information campaigns and projects, including selection of themes, messaging, and materials; as needed, generate conceptual design and draft initial copy for key initiatives (e.g., Brain Injury Awareness Month, logo re-design/branding campaign, new website).
- Serve as spokesperson for the Association to actively and effectively represent its positions, accomplishments, and goals to constituents and the public; regularly deliver speeches, presentations, and extemporaneous remarks.
- Serve on advisory boards for governmental agency initiatives, university-based research projects, and related organizations.
- Provide direct technical assistance to colleagues on a range of issues, particularly state and federal legislative policy.

#### *Revenue Generation*

- Cultivate and maintain enduring relationships with current and potential public and private funding sources.
- Advise and support Board members to ensure effectiveness in their fundraising roles. Report any material deviations to the Finance Committee and or Board of Directors.
- Lead and/or participate in the preparation of grant and contract applications, letters of inquiry, and related requests.
- Conceive, plan, execute, and evaluate funding initiatives (e.g., corporate sponsors, annual year-end appeal, education programs, events) independently and/or in collaboration with volunteer leaders and staff, including conceptualizing program design, analyzing potential revenue, drafting collateral material, making requests, and tracking results.
- Oversee donor acknowledgement process.

#### *Finance & Administration*

- Oversee preparation and implantation of annual budget with Finance Committee and Board of Directors with regular reporting to the Board.
- Review state agency expense reports, monthly financial statements, bank reconciliations, and account balances in monitoring and analyzing Association's performance. – needs previous experience in this area.
- Oversee day-to-day direction and control of the Association's property and operations and periodically undertake special projects, such as office move, equipment acquisition, and furnishings replacement.
- Write, negotiate and/or review, and approve contracts, legal agreements, requests for proposals, and similar administrative and programmatic documents.
- Comply with federal state and local laws and regulations by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; and executing legal documents as appropriate
- Achieve financial objectives by developing and recommending the association's budget, scheduling expenditures, analyzing variances, initiating corrective actions, negotiating contracts, fundraising and anticipating long-term issues.

### *Program Development and Advocacy*

- Manage association staff by recruiting, selecting, training, coaching, counseling and conducting performance appraisals, developing personnel policies and procedures.
- Advocate for the brain injury community by studying its changing needs across the state, representing the organization on appropriate councils, task forces and workgroups, and recommending programs and services to providers and policymakers.
- Facilitate development of statewide initiatives through collaboration with legislators, governmental agencies, disability advocates, primary and secondary educational systems, public health agencies and rehabilitation providers.
- Represent the Brain Injury Association of Virginia by promoting its mission, contributing to community programs and groups, and informing and responding to news media.
- Plan, organize, direct and evaluate program activities to meet grant and contract deliverables.
- Advise and support all staff in achieving program and revenue goals to ensure the highest quality, efficiency, and effectiveness possible.

## Information about BIAV

### **Overview**

#### **About Brain Injury and the Brain Injury Association of Virginia**

Brain injury is a serious public health problem in the United States; more than 3.5 million injuries occur annually due to trauma, vascular conditions, infections, metabolic disorders, tumors, toxic exposure, blast exposure, and oxygen deprivation. More than 28,000 TBIs occur annually in Virginia; an estimated 1 million Virginians have experienced a brain injury. Brain injury is a leading cause of death and disability in children and young adults, but people of all ages, races, genders, socioeconomic backgrounds, and educational levels are at risk for injury. An estimated 9 million Americans live with a disability due to brain injury; more than 300,000 of them live in Virginia.

Any injury to the brain – regardless of type, cause or severity – can change the way a person moves, talks, thinks, feels and acts. Brain injuries can lead to physical, cognitive, and psychosocial impairments ranging from balance and coordination problems to loss of speech, to depression. Fatigue, memory loss, concentration difficulty, anxiety, depression, impulsivity, and impaired judgment are also common after brain injury. Even so-called “mild” TBIs – often referred to as concussions – can have devastating consequences because the injury can cause or accelerate a host of neurologic, neuroendocrine, and psychiatric diseases as well as gastrointestinal, musculoskeletal, and pulmonary dysfunction.

Individuals who sustain brain injuries may need treatment and/or services on a short-term, long-term or episodic basis. Treatment encompasses emergency medical services; comprehensive rehabilitation to help individuals regain lost skills and/or learn strategies to overcome impairments; transition services from medical/rehabilitation settings to home, school/work and community; ongoing management for chronic

conditions resulting from the injury; and an array of home and community-based services that support family caregivers and assist individuals with brain injury in living as independently as possible.

Founded in 1983 by individuals who wanted to improve the quality of life for their family members and patients who had sustained brain injuries, the Brain Injury Association of Virginia is the only statewide advocacy organization in Virginia dedicated to serving person with brain injury and those that care for and about them. BIAV is headquartered in Richmond VA and supports a network of survivors, family caregivers and professionals who share in the Association's mission to **advance education, awareness, support, treatment and research to improve the quality of life for all people affected by brain injury**. BIAV welcomes nearly 50,000 visitors to our website each year. Last year, we contacted more than 11,000 newly injured Virginians to let them know BIAV is here for what comes next after brain injury. Each year we answer more than 5,000 requests for information and resources.

We conduct and provide education, outreach, support, public awareness, research and advocacy activities. We have a long history of public policy achievements in Virginia, including passage of the sports concussion bill and return to play/return to learn protocols. We've gotten laws added to the Code of Virginia that require crisis intervention teams and first responders to have training on brain injury card; for persons with brain injury to have access to substance abuse and crisis intervention services or get a state issued identification; and for a modified special education definition of brain injury to expand eligibility for students with non-traumatic brain injuries in Virginia's public schools. We successfully lead a community coalition to advance efforts that resulted in \$7 million in state funding to create and expand community-based core safety net services for persons with brain injury.

By acting as a clearinghouse of information and resources, facilitating support groups, initiating public policy change, promoting awareness, hosting educational programs, and supporting research, BIAV is the voice for brain injury, offering help, hope and healing to thousands of survivors across the state, their families, caregivers and researchers, clinicians and professionals who provide treatment and long-term care.

For more information about brain injury or the Brain Injury Association of Virginia, please visit [www.biaav.net](http://www.biaav.net)