

Position: Regional Director – Los Angeles County
Report to: Vice President of Organizational Development
Salary: \$85,000 to \$95,000 annual salary
Status: Full time, exempt
Probation: 90 days
Benefits: Generous benefits package: medical, dental, vision, 403B retirement benefits after 90-day introductory

The mission of the Institute for Public Strategies (IPS) is to work alongside communities to build power, challenge systems of inequity, protect health, and improve quality of life.

IPS is a diverse, inclusive workplace, where employees are valued and respected for their different perspectives, experiences, backgrounds, and contributions. We are proud to be an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Accommodations will be made for individuals with disabilities who are otherwise qualified and able to perform the functions of this position.

The Institute for Public Strategies (IPS) is seeking a **full-time Regional Director** for its LA County-based programs focusing on preventing alcohol, tobacco and other drug-related harms using equity centric, community-level strategies. This position requires a creative problem solver who can manage the details without losing sight of the big picture. The candidate must lead a diverse team with varying ideas and work styles.

The Los Angeles Regional Director will manage IPS's Los Angeles County Projects, which encompass all communities within the Westside of Los Angeles, Santa Monica, Culver City and West Hollywood. Based in Culver City, CA.

JOB SUMMARY

ESSENTIAL FUNCTIONS:

1. Provide leadership and strategic guidance to Los Angeles County-funded projects
2. Convene weekly team meetings with IPS program staff to provide strategic guidance and monitor progress
3. Facilitate strategic planning for IPS projects in West LA, West Hollywood, Culver City, and Santa Monica
4. Oversee data collection/analysis, media advocacy, community organizing, and policy/systems change activities
5. Act as IPS's representative with Los Angeles County funders
6. Supervise, manage, evaluate and provide technical support to project staff and managers
7. Oversee the development of community coalitions
8. Work evenings and weekends and travel out of county periodically
9. Complete and/or review reports, document activities, and ensure compliance files are up-to-date
10. *Other duties as assigned*

KEY QUALIFICATIONS AND EXPERIENCE (*not all areas of experience are required*)

1. Five years of experience in project management in public health and/or the following areas of expertise: population-level prevention, advocacy, community organizing, public policy, land-use/planning/zoning
2. Understanding of population-level prevention strategies to prevent harm, reduce health disparities and advance social equity
3. Ability to collecting and analyzing data
4. Ability to build and lead community coalitions
5. Experience working with policy makers and other community leaders, including enforcement officials
6. Experience in land-use and planning
7. Leadership and staff management experience, including ability to train and motivate staff
8. Strong writing, public speaking, presentation, group facilitation and training skills
9. Ability to establish solid working relationships with communities possessing a wide variety of norms and standards
10. Strong work ethic and constructive communication style
11. Commitment to representing the organization positively and professionally in all situations
12. Ability to work in a fast-paced environment and perform multiple tasks simultaneously
13. Excellent computer skills and knowledge, including Word, Excel, PowerPoint, desktop publishing software.

PREFERRED QUALIFICATIONS:

1. Development and/or grant writing experience
2. Fluent in multiple languages

The job description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Must have a driver's license, a reliable vehicle, proof of insurance, and reside in Los Angeles County.

Position requires FBI background check/fingerprinting and drug testing. However, **lived experience should not deter anyone from applying.**

To apply please send cover letter and resume to regionaldirector@publicstrategies.org in a single PDF.