

Position: Director of Prevention Programs (San Diego County Programs)
Report to: Chief Programs Officer
Salary: Hourly range of \$31.25 to \$40.87
Status: Full-time, non-exempt – 1.0 FTE
Introductory Period: 90-day Introductory Period
Benefits: Generous benefits package: medical, dental, vision, paid time off (PTO), 403B retirement benefits after 90-day introductory period

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 Director of Prevention Programs** for its San Diego County-based programs, which specialize in implementing upstream, equity-centric, community-level strategies that promote public health. 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 Director of Prevention Programs will manage IPS's San Diego County Prevention Focused Projects, which currently encompass the San Diego County-funded prevention programs focused on the South Bay region, East Region, County-wide Binge and Underage Drinking Initiative, and the State of California-funded Youth Community Access program. These programs focus on preventing substance use and misuse, improving mental health, and cultivating youth leadership. This position is based out of IPS' Mission Valley office in San Diego, CA.

ESSENTIAL FUNCTIONS:

1. Demonstrate strong leadership skills and motivate staff to do their best;
2. Maintain focus on the big picture and how to get there;
3. Convene weekly team meetings with each project to provide strategic guidance and monitor progress;
4. Co-facilitate strategic planning with project managers;
5. Foster a sense of connection and collaboration across and within program teams by initiating and supporting regular team-building opportunities that align with IPS values and enhance staff cohesion and morale;
6. Oversee and assist with data collection/analysis, media advocacy, community organizing, and policy/systems change activities related to designated projects;
7. Oversee the development of community coalitions;
8. Act as IPS's representative with program funders;
9. Supervise, manage, and evaluate project managers, address problems with performance or behavior as soon as they arise;
10. Cultivate a positive work culture and communicate constructively with direct reports, colleagues and upper management;
11. Work evenings and weekends and travel out of the county periodically
12. Complete and/or review reports, document activities, and ensure compliance files are up-to-date;
13. Support operational needs by ensuring office supplies, maintenance, and other physical infrastructure needs are met or as directed by the Chief Operations Officer;
14. Other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:

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 or other related fields;
2. Understanding of population-level prevention strategies to prevent harm, reduce health disparities, and advance social equity;
3. Experience collecting and analyzing data;
4. Experience building and leading community coalitions;
5. Experience working with policymakers and other community leaders, including enforcement officials;
6. Leadership and management experience, including the ability to supervise, train, and motivate staff;
7. Strong writing, public speaking, presentation, group facilitation and training skills;
8. Ability to establish solid working relationships with communities possessing a wide variety of norms and standards;
9. Strong work ethic and constructive communication style;
10. Commitment to representing the organization positively and professionally in all situations;

11. Ability to work in a fast-paced environment and perform multiple tasks simultaneously;
12. Excellent computer skills and knowledge, including Word, Excel, PowerPoint, and desktop publishing software.

PREFERRED QUALIFICATIONS:

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

This job description describes the general nature and level of work of this position. This is not a complete list of all responsibilities, duties and skills required. All IPS employees may be required to perform duties outside of their normal responsibilities from time to time.

Must have a valid California Driver's License, car insurance, and access to a reliable vehicle to use during work.

Position will require 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 director@publicstrategies.org in a single PDF.