

# ThinkFirst

National Injury Prevention Foundation

## **Job Description: Chapter Director**

### **Position Description**

The Chapter Director is the primary advocate to support the mission and values of the THINKFIRST Foundation. The Chapter Director is responsible for leading and managing chapter activities and working in partnership with the sponsoring physician(s), board of directors (when applicable) and other key constituents. S/he is responsible for developing the strategic plan, including business and program components. S/he also is responsible for increasing the visibility, network and programmatic contributions of the chapter, as well as working collaboratively with other THINKFIRST chapters. Other programs, agencies and groups should be identified by the Chapter Director to accomplish program goals.

### **Position Requirements**

**Required:** A minimum of a bachelor's degree, certification or equivalent in education, business, communications, marketing, or allied health or related field. **Desired:** The individual must be a dynamic leader with excellent written and verbal communication skills and also must demonstrate expertise in fund raising, public speaking, marketing, education and public health.

### **Essential Functions**

1. Oversee all chapter programs, services and activities to ensure that all requirements are met.
2. Develop and implement chapter's strategic plan.
3. Develop goals and objectives for chapter, based on strategic plan.
4. Prepare and manage chapter budget.
5. Coordinate chapter fund raising activities, including: grant writing, major gifts, corporate sponsorships.
6. Train didactic speaker, speakers with injuries and satellite program personnel to implement THINKFIRST For KIDS and THINKFIRST For TEENS.
7. Coordinate coverage among the satellite programs in the area to ensure that both educational programs are being implemented and efforts are not being duplicated.
8. Serve as chief liaison with other prevention and wellness organizations and key constituent groups within the chapter area.
9. Initiate, develop and cultivate working relationships with allied organizations, private government agencies and other potential collaborators on behalf of the local chapter.
10. Plan and implement a multi-faceted strategy that combines community action, public awareness, education, and public policy initiatives.
11. Provide technical assistance and training to corporations, community groups, schools and citizens regarding injury prevention.

### **Work Hours**

Recommended hours worked: A minimum of 20 hours/week or 0.5 FTE