



TRAUMA-INFORMED U T A H

EXECUTIVE DIRECTOR Position Description

About Trauma-Informed Utah:

Trauma-Informed Utah (TIU) is a newly formed not-for-profit organization (pending 501(c)3 tax exempt status), built on 6+ years of dedicated work by partners across Utah to establish formal statewide assistance for organizations and businesses seeking to implement a trauma-informed approach. While the organization is new, the community desire for these services amongst Utah stakeholders is strong and well-established. TIU will provide research, education, technical assistance, and community networking services to help expand trauma-informed services across Utah. Learn more about the Trauma-Informed Utah Center [here](#).

About the Position:

This is the inaugural Executive Director position for TIU. The ED will serve as the primary contact for organizations seeking TIU's services and will support the TIU team in providing these services. They will also work alongside the TIU Board to further expand the Board, develop TIU's initial strategic plan, and hire additional staff members. In addition to ensuring the health and wellbeing of TIU, the ED will also further establish TIU's presence in the community and cultivate relationships with local and national partners. The ED will also represent Utah in ongoing national conversation around trauma-informed efforts, research, and policy advocacy.

About the Desired Candidate:

The Executive Director of TIU will be able to hit the ground running to get TIU off the ground and working in the community. This person will have a comprehensive, working knowledge of the trauma-informed approach. This includes both the impacts of adversity and trauma on individuals, communities, and systems, as well as the power of building community resilience and prevention efforts. They will be fiercely compassionate and dedicated to helping organizations embrace the trauma-informed approach to better organizational systems and service delivery. Most importantly, TIU's first ED will have strong people and communication skills, allowing them to effectively work alongside the TIU Board of Directors, TIU staff, key community stakeholders, and any organization interested in becoming trauma-informed. Lastly, this person must be willing to embrace and navigate the ambiguity of developing a new organization!



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Key Responsibilities:

- Develop process for engaging with and training organizations seeking to learn about and implement the trauma-informed approach
- Work with other TIU Center staff to develop process for delivering on Trauma-Informed Utah's four main service areas: education; technical assistance; research; and community collaboration
- Increase public awareness of the trauma-informed approach and TIU services through public speaking engagements, presentations, community engagements, conferences
- Build and model a collaborative, inclusive, and responsive trauma-informed workplace, internal operations, program and services, and external partnerships
- Collaborate with current TIU Board to identify additional Board members and hire the TIU team
- Develop, in partnership with the TIU Board and staff, TIU's initial mission and strategic plan
- Uphold TIU's mission, strategic plan, operational goals, staff development, service delivery, financial sustainability, and community relationships
- Serve as the primary liaison between TIU Board of Directors, TIU staff members, financial partners, community stakeholders, and policy advocates
- Manage fiscal integrity of TIU, including developing annual budget with TIU Board and providing monthly financial reports at TIU board meetings
- Engage in sustainable financial partner development and fundraising
- Cultivate relationships with local and national leaders, stakeholders, policymakers, decisionmakers, and advocacy groups

Core Skills:

- Utilize trauma-informed approaches into internal and external operations, communications, collaboration and leadership
- Evaluate initial needs of organizations interested implementing trauma-informed approaches
- Apply and integrate research into program design and delivery
- Confidence and comfort developing and implementing strategic plans, operational plans, budgets, new programs, policies, relative to nonprofit administration and management
- Dynamic critical- and strategic-thinking skills relative to building and growing a new organization
- Strong interpersonal and relationship-management skills with individuals, organizations and stakeholders of diverse identities, belief-systems and backgrounds
- Experience mentoring and managing staff, including determining appropriate performance criteria and personnel goals, as well as general Human Resources responsibilities
- Capacity and enthusiasm to synthesize and integrate complex and evolving theories, ideas, information, concepts and perspectives regarding the trauma-informed approach
- Translate complex concepts regarding trauma and trauma-informed approach into digestible concepts for audiences with diverse levels of experience
- Engage in advocacy work and policy discussions related to trauma-informed approaches in state and national policy development



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Essential Qualifications:

- Thorough knowledge of the neurobiology of traumatic stress; the bio-psycho-social-cultural etiology of trauma; the Adverse Childhood Experiences study
- In-depth familiarity with SAMHSA's Concept on Trauma and Trauma-Informed Approach and other trauma-informed frameworks
- Experience supervising and managing team/staff
- Experience managing an annual budget over \$500k
- Master's degree OR 6+ years professional experience working in nonprofits, public policy, social services, or related field OR an equivalent combination of education and professional experience
- Willingness to travel independently, both in-state and nationally
- Valid Driver's license and vehicle transportation (mileage will be reimbursed)

Position Specs

The TIU Executive Director is a full-time, salaried (exempt) position, supervised by the TIU Board of Directors. The salary is negotiable (\$80,000 to \$110,000) depending on experience. The candidate is expected to reside within the state of Utah. The benefits package will be determined in collaboration with the TIU Board of Directors to best fit the needs of the Executive Director candidate. Benefits to be considered might include:

- Medical/dental/vision insurance
- Retirement plan
- Paid time-off and holiday schedule
- Stipend for use of personal computer and phone
- Flexible work schedule, including work hours and office location

What to Expect When You Apply:

- Please send a cover letter (one page maximum), resume, and the names and contact information of three references to traumainformedutah@gmail.com. Please note that candidates will be notified before references are contacted, most likely before a final interview.
- Final candidates will be subject to a universal background check
- Qualified candidates may be asked to participate in a first round interview; and a final round interview that will include a 15-minute presentation on a topic related to trauma-informed approach.

TIU welcomes and strongly encourages people of color and people from historically marginalized communities, persons with disabilities, and others who would enrich the breadth and scope of our organization, to apply. TIU is an equal opportunity employer committed to workforce diversity.