



POSITION DESCRIPTION

Position Title: Senior Manager/Associate Director, Prevention

Salary Range: Commensurate with experience

Location: Washington, DC

Reports to: Director, Prevention

Purpose and Description

NASTAD is seeking to fill the position of either Senior Manager or Associate Director for the Prevention Team. The Senior Manager/ Associate Director, as part of NASTAD's Prevention Team, plays a vital leadership role in expanding the organization's capacity to support health departments' implementation of high impact HIV prevention programs. The Senior Manager/ Associate Director leads, recommends and facilitates action steps in order to strengthen health department capacity to implement the required and recommended elements of CDC's *PS12-1201 Comprehensive HIV Prevention for Health Departments* as well as the [National HIV/AIDS Strategy](#). The Senior Manager/Associate Director will direct and facilitate action steps to support the integration of viral hepatitis and STD prevention both at the health department and within NASTAD's programming. The Senior Manager/Associate Director is responsible for monitoring CDC's activities related to monitoring and evaluation (M&E) for PS12-1201 as well as *Enhanced Comprehensive HIV Prevention Planning and Implementation for Metropolitan Statistical Areas Most Affected by HIV/AIDS* (ECHPP), including representing NASTAD on data-related work groups. The Senior Manager/Associate Director will also be responsible for representing NASTAD at various consultations, meetings and conferences as well as representing the Prevention Team in NASTAD cross program collaborations. The ideal candidate will be a self-starter with strong writing, presentation and facilitation skills who is able to develop and execute new projects and work with minimal direction in a timely manner.

Essential Functions

- Lead, with input from the Director, Prevention, activities related to supporting health departments to implement high impact HIV prevention programs (i.e. HIV testing (in clinical and non-clinical settings), prevention for positives interventions, partner services, condom distribution, structural/policy level interventions, etc);
- Lead, with input from the Director, Prevention, activities to promote the integration of viral hepatitis and STD prevention both within the health department and NASTAD programming;
- Assist in the overall implementation of strategies and programs, developed by NASTAD's Domestic Programs staff, to achieve NASTAD's priorities;
- Assess state technical assistance and program development needs in response to CDC's *PS12-1201 Comprehensive HIV Prevention Programs for Health Departments* and the [National HIV/AIDS Strategy](#);
- Lead technical assistance activities for state health departments HIV/AIDS programs on the effective implementation of CDC's *PS12-1201 Comprehensive HIV Prevention Programs for Health Departments* and the [National HIV/AIDS Strategy](#);
- Monitor CDC's Division of HIV/AIDS Prevention (DHAP) activities related to monitoring and evaluation, including representing NASTAD on relevant work groups;
- Represent NASTAD's positions in various meetings with federal partners, stakeholders and coalition groups;
- Attend and represent NASTAD at conferences and participate in relevant external meetings;
- Research and write NASTAD newsletter articles, fact sheets, reports, issues briefs and web-based communications;
- Interface with NASTAD's Policy and Legislative Affairs team on program-specific needs related to policy and advocacy;
- Interact with, and respond in a timely manner to, the needs of NASTAD members; and
- Perform other duties as assigned.

Minimum Requirements

Skills/Knowledge

- Demonstrated knowledge and experience in health department HIV prevention programming in particular HIV testing in both clinical and non-clinical settings, partner services, interventions for prevention with positives, condom distribution programs, structural/policy level interventions, use of HIV surveillance data to support prevention programming, etc.;

- Demonstrated understanding of the tenets of CDC's program collaboration and service integration (PCSI) initiative;
- Demonstrated understanding of program planning and monitoring and evaluation;
- Excellent written and oral communication skills;
- Demonstrated leadership skills;
- Ability to lead and work in teams;
- Proficiency in Microsoft Office applications; and
- Excellent skills in public speaking and technical assistance delivery.

Experience/Education

- Bachelor degree or higher in public health, public policy or related fields or qualifying experience, Master degree preferred; and
- Minimum of five years or more of progressively responsible work related to health department HIV prevention programs and policies.

Visual Acuity, Hearing and Speaking

- Excellent verbal and written command of the English language.

Environment and Scheduling

- Interest in working in an HIV/AIDS public health organization;
- Interest in working within a diverse work environment; and
- Willing to travel as needed (approximately 10 percent of time).

Employer's Statement and Rights

This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate the employment at any time, for any reason.

How to Apply

Qualified candidates should apply by email only to HumanResources@NASTAD.org . Subject line should read "Senior Manager/Associate Director, Prevention" only; a cover letter with salary requirements and a résumé should be attached. Submissions which do not follow the above instructions will not be considered as applicants.

Due to the extremely high volume of résumés submitted, on those selected for interview will be contacted. NO PHONE CALLS in reference to this position will be accepted.