



# EXECUTIVE DIRECTOR



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# THE ORGANIZATION

The Hepatitis Education Project (HEP) is committed to improving the health of underserved communities disproportionately impacted by viral hepatitis. By providing support, education, advocacy, health, and social services for people affected by hepatitis and by raising awareness among patients, medical providers, and the public, HEP strives to realize its vision of a world where everybody has access to affordable, high-quality care to support all their health needs. Founded in 1993 by medical professionals and individuals living with hepatitis, HEP has grown from a small group of volunteers to a staff of 19 and expanded its services and tools in response to both changing needs and by partnering with the renowned advocacy group, [NVHR](#). HEP also manages the [National Hepatitis Corrections Network](#) (NHCN), a network of partners with a public health approach to hepatitis education, prevention, testing, and treatment in prisons and jails. Now, in their 30th year and at a period of reflection and evolution, HEP seeks a new Executive Director (ED) to usher in the next era of this storied and accomplished organization.

[Click here](#) to learn more about HEP's staff and programs.



## HEP'S VALUES

- **Collaboration & Partnerships:** We explore and generate purposeful relationships that strengthen our ability to provide meaningful support to the populations we serve.
- **Dignity & Respect:** With authenticity and kindness, the relationships we build are grounded in the appreciation for a person's autonomy. We admire self-expression, recognize the power of community, and promote the re-humanization of our health care system.
- **Compassion & Empathy:** We strive to create an ethos of acceptance, understanding, and nonjudgment. By appreciating that everybody has a story and their story is significant, is fundamental to how we operate.
- **Excellence & Innovation:** We are stewards of high-quality care for our clients and accountable to their best interests. Through creative program design that is underpinned by evidence-based practices, we develop impactful programming and services that are driven by the needs of the population we serve.
- **Health Equity:** We believe every person should have a fair opportunity to attain their full health potential and no one should be disadvantaged from living a long, healthy life.



# THE ROLE

Reporting to a Board of Directors and in partnership with a staff of 19, the ED will lead the evolution of HEP as the organization reviews its impact to date and plans for the future in the fields of viral hepatitis and drug user health both locally and nationally. While no two days will look alike, the incoming ED should expect to lead or participate in the following key areas:

- Serve as an external spokesperson to strengthen HEP's partnerships for greater service delivery, advocacy, and revenue creation, including the expansion of HEP's individual and major giving programs
- Foster a culture of equity, collaboration, innovation, and continual improvement throughout the organization, including direct supervision of 5 staff members
- Collaborate with the Board of Directors, staff, and external partners to identify, create, and implement a new strategic plan to actualize HEP's mission of improving health of underserved communities disproportionately impacted by viral hepatitis.
- Oversee the creation and monitoring of HEP's ~\$3M budget with a keen eye towards cost reduction and positive cash flow
- Further develop and expand HEP's board to more fully represent the evolving space of harm reduction, advocacy, and the communities served



# WHAT YOU BRING

Drawing on relevant lived and professional experience, the ED will embody HEP's mission, vision, and values and build upon a 30-year track record of success in prevention, care, and advocacy for people disproportionately affected by viral hepatitis. The new ED will be an authentic ambassador, community builder, people leader, and fundraiser. As a proven leader, the ED will bring to this role a history of cultivating and growing internal and external relationships that strategically enhance their organization's visibility, reach, and impact.

Qualified candidates will bring demonstrated success and experience in the following areas:

- Executive or senior leadership experience, preferably in community-based public health and human services, or another applicable field, including supervisory experience of at least 3 individuals
- A deep commitment to justice, equity, and inclusion and a history of applying this lens in every facet of an organization



- The ability to effectively manage people and teams from a strengths-focused mindset, providing real-time coaching and investing in the ongoing development of staff
- A commitment to evidence-based decision making and continual improvement
- A strong business acumen, sound fiscal management, and experience raising funds through government grants and contracts, individual donors, and traditional philanthropy
- Acumen for board engagement and development, especially during periods of growth
- A bachelor's degree is required, preference for an advanced degree or equivalent personal or professional experience

# COMPENSATION & BENEFITS

The annual salary range for this position is **\$125,000 - \$140,000**.

HEP is committed to supporting all employees through competitive salary and benefits, a commitment to equity and inclusion, and training and professional development opportunities.

The comprehensive benefits package includes:

- Medical, dental, and vision insurance
- 401K with match up to \$1000 per year
- Flexible spending account
- 11 Paid holidays plus 1 floating holiday annually
- Generous paid time off policy for personal and sick leave
- Transportation benefits
- Education and Professional Development Assistance
- Dependent medical, dental, and vision benefits offered

# TO BE CONSIDERED

The position is open until filled and initial interviews will begin by mid-October, although we highly encourage applying as soon as possible. Please submit a resume and cover letter as a single WORD or PDF document addressed to Maria Corcoran at:

[https://bit.ly/hep\\_ED](https://bit.ly/hep_ED)

You may direct questions to Chris Cannon at [chris@valtasgroup.com](mailto:chris@valtasgroup.com) - 206.899.7289.

*HEP is an equal opportunity employer committed to diversity, inclusion, and equity. We are upholding this by recruiting candidates of every race, creed, color, religion, national or ethnic origin, gender or gender identity, age, veteran status, sexual orientation, marital status, disability, and all other historically marginalized and excluded communities and other protected status as provided by law. Qualified individuals who bring diverse perspectives to the workplace are highly encouraged to apply!*





## ABOUT VALTAS GROUP

We are proud of our work as [Interim Executive Directors](#), supporting our clients in times of transition. Our deep experience helps organizations navigate uncertainty during leadership change. We [lead the search process](#) in [partnership with the board](#) and staff leadership, as consultants for [recruiting and search](#) to support your organization as you identify the ideal Executive Director or leader for your future. We partner with board members and senior nonprofit leaders on a variety of strategic consulting assignments.

Valtas Group has a variety of comprehensive resources to guide your transition needs. [Contact us](#) to learn about our [executive interim and placement services](#) and keep your organization moving during any transition or major change.

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