

Director, Early Intervention and Prevention (EIP) Initiative

Job Title: Director, EIP Initiative

Reports to: President

FLSA: Exempt

Employment Status: Regular, Full time (40+ hours a week)

Scheduled Hours/Week: 40

Company Overview

Marion County Commission on Youth (MCCOY) was established as an independent, non-profit organization in December 1993 to serve as Indianapolis' coordinating body. MCCOY's mission is to champion the positive development of youth through leadership on key issues and support of the youth worker community. MCCOY's four community roles are to serve as an Advocate, Capacity Builder, Convener and Resource. These roles have allowed MCCOY to open doors in the community and expand opportunities for young people.

ADVOCATE: MCCOY engages in advocacy on the local, state and national level.

MCCOY partners with advocacy organizations, direct service providers, young people and community members to ensure youth have a voice in policy decisions that affect them.

CAPACITY BUILDER: MCCOY prepares youth-serving organizations to support the development needs of youth through participatory trainings, program advice and networking opportunities.

CONVENER: MCCOY brings the community together to find innovative ways to address youth issues through open dialogue between youth workers, community advocates, young people and many others.

RESOURCE: MCCOY provides essential tools and information to young people, educational, government, health and youth program partners.

By remaining faithful to the role as central Indiana's youth services intermediary, MCCOY has been able to add value to the community by keeping the focus on developing the supports and opportunities needed for positive youth development.

Description

The Director of the EIP Initiative is responsible for oversight and management of the Early Intervention and Prevention (EIP) Initiative and successful implementation and coordination of the EIP strategic plan. Management of the EIP Initiative includes reporting to the Early Intervention Planning Council (EIPC), submitting annual funding requests and required reports to the City-County Council and Department of Child Services (DCS) Region 10 Regional Services Council, along with pursuing other funding opportunities, and involvement in other community initiatives in Indianapolis/Marion County.

KEY Responsibilities	Est. % Time
<ul style="list-style-type: none">• Maintain and develop positive, strategic relationships and partnerships with central Indiana social services, education, and mental health professionals.• Provide oversight and implement the Family Access Network (FAN) project (until an Executive Director can be hired) including: partner management, board development, real estate involvement, program and operations development and	100%

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<p>capital campaign preparation.</p> <ul style="list-style-type: none">• Maintain effective operation of the Early Intervention Planning Council (EIPC), Family Access Network (FAN) Board of Directors and other EIP committees.• Fund development efforts for EIP, including annual budget submissions and reporting to the City-County Council and Marion County Department of Child Services.• Work with MCCOY staff to develop annual work plans and budgets for EIP.• Effectively represent MCCOY and the EIP Initiative at community and public events (includes public speaking responsibilities).• Maintain, update and keep relevant EIP collateral information including: EIP one-pagers, EIP section(s) of the MCCOY website; as well as Family Access Network (FAN) collateral and website, in partnership with MCCOY's Communications Director.• Remain informed and conversant on MCCOY's activities, involvements, and collaborations.• Keep MCCOY staff informed of developments and progress related to the EIP initiative.	
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Knowledge, skills and abilities:

Ability to work independently in a fast-paced environment; handle multiple projects and be highly organized; leadership skills within a team environment, proficiency with Microsoft Office products; strong written and verbal communication skills; and a positive attitude.

Experience in community organizing, child welfare and/or juvenile justice, forging collaborative partnerships with a variety of stakeholders, public advocacy, and media and public relations experience very helpful. Experience or knowledge of the field of youth development and principles of positive youth development valuable. Nonprofit background very helpful.

Qualifications

- Bachelor's degree required, with preference for a Master's Degree in social work or related field
- Minimum of 5 years of experience, with preference for at least 2 years of leadership experience in program development and implementation and nonprofit management
- General knowledge of youth-serving systems, local organizations, resources, and community leaders