



Job Posting – Deputy Director of Prevention

Cascade AIDS Project (CAP), the oldest and largest AIDS Service Organization (ASO) in Oregon and Southwest Washington, is committed to supporting and empowering all people with or affected by HIV, reduce stigma, and provide the LGBTQ+ community with compassionate healthcare. Learn more about us at <http://www.cascadeaids.org/>.

Our Prevention team is hiring a Deputy Director! CAP's Prevention team is a multifaceted group of programs including HIV/STI testing, Benefits Navigation, Linkage to Care, and support to those living with HIV. The Deputy Director leads and directs the work of this team in a manner consistent with the agency's strategic plan, mission and budget.

Important aspects of the work include:

- Working with the Director of Healthcare Operations and finance staff to develop and manage the budget, manage contracts and grants, monitor program activities and oversees the generation of reports.
- Ensuring the delivery of programs and services of the highest quality and in accordance with grant and contract requirements.
- Working with the Director of Healthcare Operations and Human Resources Administrator to support employees.
- In partnership with the Institutional Giving Officer, completes and submit proposals to funding sources. As a member of the executive management team, the Deputy Director works with the team to develop and implement agency policies and procedures.
- Oversee all program planning, implementation and evaluation of existing and new prevention interventions. Develop outcome measures for each program area and a system for measuring and evaluating progress toward them

This full-time position will work out of CAP's Davis Street office. Travel throughout the region, including CAP's Southwest Washington and Prism Health office, as well as evening and weekend work are required.

Required Qualifications:

- 3+ years of management experience in a public/community health related field with increasing responsibilities, including personnel supervision, budget management, grant management, and program development
- Bachelor's degree in Social Work, Public Health or related human services field or; or 3 years equivalent work experience in excess of the above required 3 years
- Experience with or knowledge of HIV prevention issues including service navigation, PrEP, HIV/STI testing, and case management
- Previous experience with development and oversight of policies and procedures, preferably in a clinical or medical setting
- Excellent written and verbal communication skills, including experience conducting trainings to small groups of people
- Ability to cultivate and maintain professional relationships across a multicultural spectrum of organizations and professionals, including community partners and funders



- Experience working with ethnic, racial, economic, and sexually diverse populations and a strong understanding of issues relevant to gay/bi/trans men, people living with HIV, communities of color, and the LGBTQ+ community and how those issues affect or influence service delivery
- Strong initiative & self-starter with the ability to effectively solve problems, including the ability to prioritize work projects and meet deadlines
- Ability to work independently with accountability; exercise sound judgment and discretion
- Proficient in MS office products
- Available to travel and work evening/weekend hours

Preferred Qualifications:

- Master's degree or equivalent experience in Social Work, Counseling, Public Health or related Human Services field
- Previous experience conducting HIV counseling, testing, and referral services
- Previous experience (or demonstrated knowledge) working in Clark, Washington or Clackamas Counties or similar geographic regions
- Grant writing and reporting experience

Compensation: \$68,000 annually; employer-paid health, dental, vision, short-term and long-term disability and life insurance; 401(k) retirement plan with generous employer matching contribution, 125C cafeteria savings plan; generous vacation and health leave benefits.

Closing Date: Open until filled, application reviewing will begin the week of May 13th.

To apply for this position, mail, email, fax, or deliver the following three documents:

- 1) a complete cover letter (attached as Word or pdf) that serves as an example of your writing and addresses how you meet all of the required qualifications specific to the position you are applying for,
- 2) your resume, and
- 3) a completed CAP Employment application (available at <http://www.cascadeaids.org/about/careers/>) to:

jobs@cascadeaids.org

- or -

Cascade AIDS Project
Deputy Director of Prevention Position
520 NW Davis St., Suite 215
Portland, Oregon 97209

Fax: 503-223-6437

Cascade AIDS Project is an Equal Employment Opportunity/Affirmative Action Employer
People of color, women, LGBTQ+ individuals and people living with HIV are strongly encouraged to
apply