



Executive Director

About Health Information Project

Health Information Project (HIP) is a rapidly growing nonprofit organization that is redefining how health education is delivered in high schools. At the core of HIP's model is the powerful belief that students learn best from their peers. Through its groundbreaking peer-to-peer approach, HIP trains high school juniors and seniors to teach their own health classes. These high school peer educators are equipped to lead structured, curriculum-based sessions for their freshmen peers on topics such as anxiety, depression, abuse, eating disorders, obesity, and bullying. This model not only fosters informed, health decision-making among students but also creates a culture of trust, empathy, and support within the school environment. By empowering older students to take on leadership roles, HIP cultivates meaningful connections and helps ensure that every student feels seen, heard, and valued.

HIP's work extends across Florida, Arkansas, New York, and New Jersey, with a growing network of schools embracing this model to strengthen campus communities. The results are a ripple effect that promotes safer, more inclusive high school environments while developing the next generation of youth leaders and advocates for wellness. HIP is a movement to change the way people experience health education and support one another through their most formative years.

Position Summary

The Executive Director is a strategic leader responsible for ensuring the health, sustainability, and continued impact of HIP. This individual will provide organizational leadership with a focus on financial stability, mission alignment, and team development. In partnership with the Board of Directors, CEO, and COO, the Executive Director will lead strategic growth, spearhead fundraising initiatives, and build and strengthen organizational systems to ensure long-term success and sustainability.

Position Duties and Responsibilities

Strategic Leadership & Organizational Health

- Ensure overall health, performance, and sustainability of the organization.
- Lead the development and implementation of a multi-year strategic plan.
- Align departmental strategies and operations with HIP's mission, values, and goals.
- Foster a strong, mission-driven internal culture centered on transparency and collaboration.
- Align programming and regional expansion efforts with funding and strategic priorities.
- Serve as a key ambassador for HIP to funders, policymakers, media, and community partners.

Fundraising & Financial Sustainability

- Lead and execute a comprehensive fundraising strategy, including major gifts, institutional giving, and government grants with a proposed budget of \$2.5 million.

- Cultivate and steward relationships with funders, donors, and philanthropic partners.
- Develop and manage annual and multi-year budgets, financial forecasting, and monitoring.

Board Engagement & Governance

- Partner with the CEO, COO, and Board of Directors to ensure strong governance practices.
- Support board development, recruitment, onboarding, and engagement.
- Facilitate effective communication and alignment between board and staff leadership.

Team Leadership & Operational Oversight

- Build and maintain a high-performing, diverse, and inclusive team aligned with HIP's mission and growth.
- Create and oversee internal operations and ensure systems, policies, and structures are in place to support scale and efficiency.
- Champion a culture of shared leadership, innovation, and accountability.

Candidate Qualifications

- Bachelor's degree.
- Proven track record in executive nonprofit leadership roles with at least 5+ years of experience working with a national nonprofit organization.
- Demonstrated success in fundraising across multiple streams, including individual, foundation, corporate, and government funding.
- Excellent interpersonal, communication (both verbal and written), and relationship-building skills.
- Experience collaborating with and supporting a governing board.
- Excellent organizational and time management abilities.
- Capacity to manage change, scale operations, and navigate complexity in a values-based environment.
- Ability to work both independently and collaboratively.
- Flexible schedule and ability to travel as needed, including occasional evenings and weekends.
- Unimpeachable integrity.

The candidate of choice will receive a competitive salary, health insurance, and other benefits.

POLICY ON PLACEMENT AND RECRUITING

The Batten Group and Health Information Project are equal-opportunity employers committed to the principles of non-discrimination in the workplace. Candidates will not be discriminated against on the basis of age, creed, color, religion, sex, sexual orientation, national origin, disability, marital status, or any other basis that is prohibited by federal, state, or local law.