

Position Title: Executive Director, LaPorte County Drug Free Partnership
Reports to: LaPorte County Drug Free Partnership Board of Directors

The LaPorte County Drug Free Partnership is a nonprofit 501(c) 3 organization whose mission is to enable community organizations to implement locally-driven solutions to substance use related challenges. The Drug Free Partnership strives to enhance, amplify, and sustain the positive impact sustainable through the funding and collaboration with community level projects and is actively developing initiatives to provide community level funding and technical assistance to our community partners. Founded in 1989, the LaPorte County Drug Free Partnership is one of 92 county coalitions under the structure of the Governor's Commission for a Drug Free Indiana. Designated as the Local Coordinating Council under the authority by law of the Commission, members include concerned citizens and representatives from any businesses or organizations interested in helping to solve problems caused by substance abuse/addiction in La Porte County. In addition to making grants for treatment, justice and prevention programs, the Drug Free Partnership may secure and administer other funds from local, state, federal or private sources.

The Executive Director Position

The Executive Director is responsible for fulfilling the mission and vision of the LaPorte County Drug Free Partnership through the implementation and management of the strategic objectives approved by the Board of Directors. The Executive Director is directly responsible for the implementation of any/all Drug Free Partnership objectives across all areas of the organization including leadership, program strategy, fundraising and development, administration and financial management, and project management. The Executive Director is appointed by and accountable to the Board of Directors. The Executive Director is responsible for implementation of the Strategic Plan including future goals and objectives determined by the Board of Directors. The Executive Director is responsible for ensuring necessary financial support is available to meet its mission of the DFP and is the primary face and voice of the organization. Detailed below is the scope of the position including board relations, supervision/delegation, financial performance/budgetary authority, decision making, complexity, and customer contact/relations.

Scope

Board Relations: The Executive Director is responsible for board relations including, but not limited to assistance with board recruitment, communication and technical assistance to ensure adherence to best practices of board governance. The Executive Director must communicate effectively with the Board, provide timely and accurate information necessary for the Board to function properly, and to make informed decisions. The Executive Director will also recruit and orient new board members to their responsibilities.

Branding and Marketing: The Executive Director will uphold the Drug Free Partnership brand, and oversee marketing and communications efforts (e.g. local networking, annual report, oversight of social media and web/digital communication platforms). Develop branding and marketing strategy in conjunction with the Drug Free Partnership marketing team and/or a public relations firm to ensure that community projects receive appropriate coverage. Create marketing calendar. Develop systems designed to source content from the field for the purpose of supporting social media strategy. Seek out speaking opportunities. Recruit and orient new board members to their responsibilities.

Complexity: The Executive Director's responsibilities are moderately complex, requiring the selection and application of technical guidelines. Independent judgment and the ability to identify alternative actions, is required. Must provide oversight of implementation, provision, and additional site visits at funded projects.

Customer Contact/Relationships: The Executive Director is the primary spokesperson for the Drug Free Partnership and will represent the organization's interest within the community. The Executive Director is responsible for building relationships that are mutually beneficial to meet that stated mission and ensure sustainability of efforts over time. It is critical that the Executive Director attend events acting as a liaison between the Drug Free Partnership and a range of external stakeholders to develop and maintain relationships with other nonprofit leaders, business and government leaders, schools, faith-based leaders, law enforcement leaders, looking for opportunities to partner and cultivate long-term strategic partnerships or donor relationships to increase the organization's effectiveness at serving unmet needs. The Executive Director is accountable for orientating new members to the strategic mission of the Drug Free Partnership.

Decision Making: The Executive Director has significant responsibility for making final decisions within the given parameters determined by the Board of Directors and governing documents of the organization and any applicable funding sources. This includes programming, budgetary, staffing and actions to meet the stated goals and objectives of the organization. When Board approval is required, it is the responsibility of the Executive Director to bring recommendations to the Board with appropriate rationale of need and impact. The Executive Director will inform the Board of Directors of progress towards stated goals on a timeframe set by the Board of Directors.

Financial Performance and Budgetary Authority: The Executive Director will develop an annual budget in conjunction with the Board of Directors, for final approval of the Board. Detailed budgets related to potential grants or funding opportunities will be developed by the Executive Director and will be approved by the Board of Directors as necessary and appropriate. The Executive Director has budgetary authority over all aspects of the approved budget including, but not limited to prevention, treatment, judicial, and community outreach support programs. The Executive Director can approve expenditures within the established, Board approved budget.

Fundraising: The Executive Director will set annual fundraising goals and execute annual fundraising plans to support the Drug Free Partnership programming and operations. Incentives may be awarded based on funding successes. Plan and execute a fundraising strategy to achieve established targets, focusing on deepening commitments from existing donors and engaging new donors including community organizations, individuals and public/private grant making institutions. Refine donor management systems and manage donor communication.

Grants Management: The Executive Director will oversee Drug Free Partnership funded project awards in a competitive grant program. Includes: monitoring funded projects, assisting with development of requests for proposals, providing assistance to individuals submitting proposals, directing the timeline and maintenance of Drug Free Partnership grants, coordinating the evaluation of Drug Free Partnership projects and activities, preparing reports on project impacts, and coordinating for future Drug Free Partnership grant programs.

Operations: The Executive Director will ensure effective operations (e.g. legal compliance, budgeting, and back-office functions) in collaboration with the Drug Free Partnership guidelines and policy. Update

financial management systems and ensure sound bookkeeping/accounting procedures are followed. Leverage technology to streamline administrative processes.

Program implementation: The Executive Director will oversee execution of the Drug Free Partnership projects, including ongoing monitoring and evaluation to ensure effectiveness and compliance. Finalize Drug Free Partnership community development strategy in conjunction with members of the board. Improve system for implementing Drug Free Partnership community development strategy, including project management process and partner engagement. Refine project reporting and evaluation systems in conjunction with Board of Directors and ensure compliance across Drug Free Partnership projects.

Strategic planning: The Executive Director will oversee the strategic plan in conjunction with the Drug Free Partnership Board of Directors. Refine the working relationship within the Drug Free Partnership.

Supervision/Delegation: The Executive Director is responsible for the management of all contractors, employees and volunteers who work for or on behalf of the organization. This may include orienting and the training other staff; may assign and review work of those performing essentially the same or related functions within the scope of their position.

Key Responsibilities

The Executive Director will facilitate the day to day operation of the LaPorte Drug Free Partnership to ensure achievement of the Drug Free Partnership goals. These duties will include but are not limited to:

Board Governance:

- Coordinate and attend meetings of the Board of Directors, members and trainings as necessary and appropriate.
- Perform other duties as assigned by the Board of Directors.
- Act as a primary spokesperson and representative of the organization.
- Develop and implement press release and story ideas.
- Promote the work of the organization to the community partners and legislators, actual and potential funding sources, media, and elected officials.
- Communicate results of services, emerging issues to appropriate audiences.
- Facilitate the Annual Meeting, publishing the Annual Report.
- Assist committees to achieve the objectives of all action plans that fall under the auspices of the organization.
- Maintain existing financial support.
- Oversee fiscal budget responsibilities of all aspects of the organization with the guidance of the Treasurer and the Drug Free Partnership Board of Directors.

Fundraising:

- Seek and secure additional financial support to maintain and expand the organizational mission, goals, objectives and activities.

Grants Management:

- Ensure completion of all mandated and required reporting to satisfy requirements of those providing funds to the Drug Free Partnership.

Operations:

- Compile statistical research and outcome measure, create a database for securing additional funds
- Ensure appropriate delivery and evaluation of all planned programs, in cooperation with the board, coordinate the strategic planning process and manage all aspects of staff performance and provide the Board of Directors with quarterly performance management reports.

Performance Evaluation

The Drug Free Partnership Board of Directors will evaluate the Executive Director upon completion of initial 90 days and at least annually thereafter. The Board of Directors will provide ongoing feedback as necessary.

Minimum Hiring Requirements

Academic:

Bachelor's degree in related field (for example Nonprofit Management, Business Administration, Public Administration or other multidisciplinary area) required; Master's degree preferred

Demonstrated

Skills or

Accomplishments:

Minimum of five years of relevant work experience managing non-profits, social enterprises, business startups, or building a division within a company.

Demonstrated fundraising experience desired. Looking for an Executive Director with the ability to develop and execute a fundraising strategy that grows funding by 400% by 2020.

Demonstrated marketing, communications, and public relations experience, with the ability to raise the profile of the DFP in the county, state and as well as other target groups to build solid, enduring donor groups.

Analytical data skills

Strong public speaking, interpersonal communication including board and donor relations. Ability to engage, motivate, lead and collaborate with board members, diverse volunteer and donor groups as well as staff (employees or contractors) and motivate board members and other volunteers to implement the strategic plan

Ability to interface and engage diverse volunteer and donor groups

Demonstrated ability to lead and collaborate with staff and contractors

Organizational abilities including planning, program development and task facilitation

Project management, multi-tasking and strategic planning. Experience with the ability to manage multiple projects, coordinate with a variety of partners, and deliver quality results on time and under budget

Demonstrated capabilities in organizational financial management including financial management systems, fundraising, budgeting, reporting, grants management and development and compliance, as well as board development and relations

Location

- Ability to work in LaPorte County, Indiana with a varying schedule that may include days, evenings and weekends.
- Ability to travel to locations within the LaPorte County to visit projects
- Ability to travel to locations within the region to connect with the organization's network of collaborators

Salary

- Compensation is competitive and commensurate with experience and education
- Incentive model based on increased funding acquisition and outcome achievement related to the county/ Drug Free Partnership strategic plan
- Vacation/holiday package

Equal Employment

The LaPorte County Drug Free Partnership is committed to providing equal employment opportunities to all persons and maintaining a work environment that is free of harassment and discriminatory conduct. All employment decisions at The Drug Free Partnership are made without regard to race, color, religion, sex, national origin, disability, age, genetic information, veteran status, or any other class protected by law. The Drug Free Partnership takes all allegations of discrimination, harassment, and retaliation very seriously and will promptly conduct an investigation when warranted.

At-Will Notice

Each employee of the LaPorte County Drug Free Partnership is employed "at will," which means either The Drug Free Partnership or the employee may terminate the employment relationship at any time, for any or no reason, with or without advanced notice. No individual or representative of The Drug Free Partnership can change this at-will relationship absent a specific, written contract signed by the LaPorte County Drug Free Partnership Board President designee.

Send Resume's and Cover Letter to the following email:

LaPorte County Drug Free Partnership
lpclcc@gmail.com

Resumes will be accepted until the position is filled
Any Questions can be referred to Joseph Bunch at the same email address.