

[INSERT LETTERHEAD]

[Adapt and adjust this job description as fits your organization. This JD is longer than average; consider deleting sections that do not apply.]

JOB DESCRIPTION: EXECUTIVE DIRECTOR

[INSERT ORGANIZATION] is now accepting applications for the position of Executive Director.

Position Description

The Executive Director (ED) provides leadership, vision, and strategic direction for [INSERT ORGANIZATION].

The ED oversees all operations and systems (programmatic, administrative, and financial), directs fundraising activities, implements policy, and represents [INSERT ORGANIZATION] staff and participants on international, national, state, city, and community levels. In carrying out the duties and responsibilities of this position, the ED is supported by and works closely with a leadership team, along with program and administrative/fiscal support staff.

Essential Duties and Responsibilities

Lead the continuing development of one of our drug-related harm reduction enterprises and advance its ongoing and successful integration into an array of community-based efforts to reduce drug-related harm in [INSERT LOCATION].

Provide collaborative leadership to [INSERT ORGANIZATION] staff outreach specialists and volunteers engaged in [INSERT SERVICES- ex: mobile street outreach, drop-in services, individual education, group and community trainings and HIV/HCV testing events, prevention case management, and overdose prevention].

Stay abreast of new developments in research and evaluation of disease prevention, disease treatment, and harm reduction modalities and programs worldwide.

Maintain extensive contacts with a diverse cross-section of official representatives of funding, health and human service, community, law enforcement, and religious organizations to promote and build strong support for [INSERT ORGANIZATION] and its harm reduction efforts in [INSERT LOCATION].

Cultivate private and public sector funding sources, write proposals, and secure grants for the operations of [INSERT ORGANIZATION] programs and services. Oversee the development and implementation of effective fundraising events. Work with community partners, [INSERT ORGANIZATION] staff, and [INSERT ORGANIZATION] Board members, as appropriate, to cultivate and nurture relationships with major donors.

Maintain [INSERT ORGANIZATION'S LEGAL FRAMEWORK FOR PROVIDING SYRINGE SERVICES, IF APPLICABLE].

Participate in community activities to develop opportunities to ascertain needs, serve clients, and promote agency goals such as [INSERT ORGANIZATION] Community Advisory Groups, board meetings and outreach events.

Monitor financial operations and prepare, implement and evaluate annual agency budgets to allocate funds, control costs, and maintain operations. Ensure that an annual audit of [INSERT ORGANIZATION]'s finances is conducted.

In consultation with the Treasurer of the Board of Directors, prepare program and financial reports on grants and on the operations of [INSERT ORGANIZATION] as necessary for reporting purposes to the Board of Directors and to external organizations.

In collaboration with [INSERT POSITION TITLE, IF APPLICABLE], monitor program activities and develop program policy, goals, and procedures. Ensure that operations are performed in accordance with prescribed methods and meet established standards. In collaboration with [INSERT POSITION TITLE, IF APPLICABLE], evaluate program effectiveness on a regular basis to ensure that yearly program goals and objectives are met. In accordance with programmatic needs, be responsible for an assertive, continuous communications and marketing program.

Hire and supervise a diverse staff of professional, technical, administrative and clerical personnel and volunteers, who represent the various constituencies served by [INSERT ORGANIZATION].

Preferred Qualifications

Preference will be given to people with lived experience of drug use, sex work, and/or incarceration.

Proven commitment to the field of disease and overdose prevention among people who use drugs (PWUD) and people engaged in sex work, and a compelling record of collaborating effectively with people who use drugs and sex workers to assist any positive change as a person describes it on their own terms.

Demonstrated record of pro-active commitment to (and success at) integrating racial and economic justice and equity into organizational policy, philosophy, and practice.

Ability to work in a culturally diverse community with regard to race, ethnicity, class, religious beliefs, gender, sexual orientation, values and beliefs concerning drug use and its place in society, and types of drug and modalities of drug use.

Strong communication skills and an ability to serve as a leader, counselor, educator and advocate.

Strong knowledge and/or direct experience with HIV, drug use, substance use disorder, viral hepatitis, overdose, naloxone and the reduction of drug-related harm.

The ability to develop a thorough understanding of a variety of risk reduction services available to drug users [INSERT LOCATION].

Capacity for holding a strategic organizational vision while competently planning and prioritizing tasks and details.

Ability to present ideas, concepts, and principles in a manner that motivates and inspires people.

Demonstrated ability to work cooperatively with community leaders and stakeholders.

Record of increasing responsibility in nonprofit sector.

Demonstrated leadership skills and effectiveness in managing a diverse team of outreach workers and volunteers.

History of successful grant writing and grants management.

Program design, development, implementation, and evaluation experience.

Experience with staff development and training.

Excellent organizational and computer skills required.

A valid driver's license and good driving record are required, as driving a van used for the outreach is sometimes a part of this job.

Willingness to work as-needed on the front lines of street outreach, providing direct services to PWUD, including syringe distribution, safer drug use training and education, overdose prevention, and HIV and HCV testing and counseling (and, relatedly, a willingness to become state-certified in HIV testing and trained and certified in phlebotomy).

A general willingness to do whatever job needs to be done, no matter how big or small. Other duties as assigned.

Travel (international and domestic) required multiple times per year.

Salary & Benefits Package

[INSERT ORGANIZATION] offers competitive pay and benefits to attract and retain the best talent in order to further [INSERT ORGANIZATION]'s mission. The salary range for this position

is [INSERT RANGE], depending upon experience and qualifications. Fringe benefits include [INSERT BENEFITS- ex: health insurance and a 401k retirement plan].

**About [INSERT ORGANIZATION]
[ADJUST THIS SECTION AS NEEDED]**

[INSERT ORGANIZATION]'s work entails building one-on-one relationships with individuals affected by HIV and drug use and providing them with a wide array of options for achieving any positive change as they define it for themselves. [INSERT ORGANIZATION] is an organization for those interested in directly serving, supporting, educating and advocating with others for reducing drug related harm.

We have [INSERT NUMBER] full time staff, numerous volunteers, and an annual operating budget of approximately [INSERT BUDGET]. Funding is a mixture of state and city grants, foundation grants, fee-for-service, and donations. For more information about [INSERT ORGANIZATION], visit our website: [INSERT WEBSITE]

Application Process

Interested candidates should send a resume and cover letter to [INSERT PERSON], President of [INSERT ORGANIZATION]'s Board of Directors [INSERT EMAIL- Consider setting up a dedicated ED search email that auto-forwards]. The cover letter should include a description of background, qualifications, specific examples that illustrate requisite skills, and a description of the candidate's experience with harm reduction leadership.

Applications will be accepted until [INSERT DATE].

* The [INSERT ORGANIZATION] is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, national origin, age, marital status, physical or mental disability, protected veteran status, genetic information or any other legally protected status, in accordance with applicable federal, state and local EEO laws. [CONSIDER ADDING additional statuses that reflect the values of your organization like drug use status, sex work status, arrest and conviction status.]