



## Executive Director, Part-Time Remote

### Organization

Founded in 2015, the mission of the National Sobering Collaborative is to identify, develop, and disseminate translational research, best practices and policies, and education towards the formation and sustainability of sobering centers for the care of individuals with harmful substance use. Sobering centers offer a targeted, compassionate, non-punitive alternative care model to jail and the emergency department for adults who are intoxicated. We are a committed, grassroots organization looking to improve engagement and options for those with substance use disorders. Our work aims to help communities utilize a harm reduction approach to create a system of care that effects systematic and individual change.

Since inception, our Collaborative has been run by a volunteer Board of Directors. With the support of a family foundation grant received in spring 2022, we are hiring our first Executive Director.

### Job Description Summary

The Executive Director manages, directs, and is responsible for moving the National Sobering Collaborative forward towards its primary directives and mission. Reporting to the Board of Directors, the Executive Director (ED) will have lead fundraising and operational responsibility for the National Sobering Collaborative.

**Position:** Part-time Executive Director (20-hours per week).

Advancement to full-time, benefitted position for interested parties is negotiable and dependent upon achieving sustainable funding.

**Location:** Primarily Remote. Required attendance (an estimated 4 to 5 days) at annual in-person conference located within United States and 1-to-2-day strategic planning session.

**Compensation:** Contract part-time position paying \$45,000 - \$55,000 salary annually.

### Essential Functions/ Job Description:

Responsible for leading the National Sobering Collaborative in a manner that supports and guides the organization's mission as defined by the Board of Directors. Estimated work breakdown: 50% fundraising, marketing, and donor stewardship; 25% project management of strategic goals including technical assistant and accreditation efforts; 15% organizational and individual membership management; 10% General operations.

#### Fundraising, Marketing, & Donor Stewardship (50%)

- Initiate, execute, and direct fundraising efforts and resource development necessary to support the National Sobering Collaborative mission and strategic planning goals.



- In collaboration with the Treasurer of the Board, be responsible for the fiscal integrity of the Collaborative, including operating within budget and producing/ submitting financial statements.
- Oversee and implement marketing and other communications efforts to the organization's constituents, the media, and the general public.

#### Project Management of Strategic Goals (25%)

- Collaborate with board of directors in making key strategic decisions affecting NSCs future
- Implement the National Sobering Collaborative programs that carry out the organization's mission.
- Establish program of national accreditation for sobering centers in the United States
- Lead development of and secure funding for development of a Training and Technical Assistant branch of the Collaborative.

#### Membership Management (10%)

- Collaborate with volunteer Membership Committee to develop and support a membership organization
- Act as liaison between the Collaborative and Organizational Members

#### General Operations (15%)

- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising, and to increase the overall visibility of the Collaborative.
- Actively engage with and direct, plan, and coordinate the contributions of volunteers and committees
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance the mission of the National Sobering Collaborative.
- Collaborate with Conference Committee to design and execute our next in-person conference, tentatively planned for February 2023
- Other duties as assigned by the Board of Directors.

#### About You

The ED will be thoroughly committed to the National Sobering Collaborative mission with proven leadership, fiscal, administrative, and relationship management experience.

Concrete demonstrable experience and other qualifications include:

- Excellent fundraising, marketing, and public relations experience with the ability to engage a wide range of stakeholders and cultures
- 3 to 10 years' (or more!) experience with grant writing, grant report writing, and managing relationships with grant makers
- Ability to think strategically and creatively to solve problems



- Understanding of 501c3 structures and basic compliance
- Strong project management skills, which includes being extremely organized, ability to turn a vision into tangible next steps, and ability to coordinate across multiple personalities, organizations, interests, and goals
- Strong written and verbal communication skills via email, phone, and video; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Can build strong partnerships with allied organizations
- Past success working with a board of directors with the ability to cultivate existing board member relationships
- Experience running social media accounts for an organization
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- **YES! YOU SHOULD STILL APPLY IF...**
  - You don't have a lot of formal education. The right skills and the desire to achieve are more important.
  - You have been incarcerated. Your past circumstances don't dictate your future potential.
  - You require flexible working hours. You'll fit right in.

**To Apply:** Send a resume and work sample to [hiring@nationalsobering.org](mailto: hiring@nationalsobering.org) with the subject line "ED Position". In lieu of or within a cover letter, please answer the following question: *Why are you seeking a position as Executive Director of the National Sobering Collaborative?*

**Deadline:** Open until filled

### **Our Hiring Process & Timeline:**

- We will review applications on a rolling basis until the position is filled.
- We will begin scheduling video interviews in early-May.
- We will conduct first video interviews in mid to late-May
- If you are invited for a first-round video interview, we will ask for two work samples relevant to this position, e.g., a process you created, a writing sample, or other relevant materials.
- Finalists will be invited to a second-round one-hour video interview, and we will make an offer shortly thereafter.
- We would like to have the selected candidate start in July. This may be negotiable.

NSC is an equal opportunity employer. People of color are strongly encouraged to apply.