

TITLE**Director – Franklin County Prevention Coalition****QUALIFICATIONS**

Bachelor's Degree and relevant experience in administration, policy/planning, and/or in community/public service organizations;

or

Associate Degree and a minimum of three years of appropriate experience in managing or coordinating a community-based agency.

JOB GOAL **The Director will develop and implement strategies that will lead to long-term involvement of community institutions, organizations and individuals in health promotion, assessment, and evaluation activities. The Director will be responsible for:**

- **Planning, implementing, and evaluating activities associated with the Coalition;**
- **Providing general oversight for Coalition activities and associated projects;**
- **Developing grant proposals, submission, and management;**
- **Submitting required state and national reports promptly; and**
- **Providing technical assistance to local/regional Coalitions and partnerships that focus on substance abuse prevention.**

ESSENTIAL FUNCTIONS

1. Report to lead agency and the Coalition's leadership team.
2. Work as team member with lead agency staff/administrators to meet program goals.
3. Strive continually to broaden expertise in the area of substance abuse prevention and serve as resource person.
4. Conduct literature/resource reviews to identify best practices for the Coalition.
5. Represent the Coalition through professional associations locally, statewide and nationally.
6. Recruit and maintain a diverse Coalition membership with state and national partners.
7. Coordinate applicable activities including, but not limited to:
 - Direct needs assessment activities;
 - Develop instruments and protocols for testing effectiveness of Coalition strategies;
 - Collect, manage, and analyze community health indicators data;
 - Direct the Coalition in developing health policies related to substance abuse prevention; and
 - Collaborate with other local, states and national organizations focusing on substance abuse prevention.
8. Assist Coalition members in conducting annual strategic planning and guide the Coalition to develop a comprehensive action plan based on needs-assessment and strategic planning.

9. Develop and implement data collection methods, tools, and evaluation measures for Coalition activities and associated projects in conjunction with Coalition members.
10. Coordinate and facilitate Coalition meetings and communicate effectively with members to promote collaboration, negotiation, and problem solving.
11. Plan, coordinate, and conduct educational and training activities. Develop training, reference materials, and workshops for the Coalition and community members as well as specific Coalition activities.
12. Collaborate and work closely with the health department administrators, legislators, heads of health plans, hospitals, physicians' health organizations, related businesses, academic institutions and community-based organizations to promote the Coalition's mission and goals.
13. Serve as a consultant to develop community partnerships.
14. Work with local groups on Coalition development and maintenance.
15. Conduct annual site-visits to other local/state Coalitions.
16. Strive to continuously evaluate the Coalition's effectiveness and the Coalition's strategic plan.
17. Document findings and progress of programs and activities in written quarterly reports to lead agency, other funding agencies, and Coalition members.
18. Manage and oversee expenditures of the Coalition's budget (or contract). Seek and write grant proposals to obtain additional funding.
19. Report and present the Coalition's progress and program findings through publications and presentations at national meetings/conferences.
20. Direct the work and activities of the Coalition's administrative support staff. Supervise, mentor, and direct the work activities of students and assigned temporary staff.
21. Oversee the day-to-day management of the organization, including supervising, evaluating, and training.
22. Ensure that all policies, plans and programs are regularly reviewed and modified as needed.
23. Prepare the operating budget and account for all expenditure
24. Work with the Board of Directors to develop long-range plans and strategies.
25. Pursue continuing education in field of substance abuse prevention.
26. Write and oversee grant applications, including planning, implementation, and administration.
27. Adhere to professional code of conduct. Represent the Coalition in a professional and courteous manner at all times.
28. Commit to promoting teamwork and inspiring individual excellence.
29. Commit to the Coalition's mission and values.
30. Perform other duties deemed necessary by the Director of Schools.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to fifteen (15) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Stooping and/or kneeling
3. Reaching

4. Talking
5. Hearing
6. Seeing

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Ability to work independently.
3. Public relations or marketing skills.
4. Organizational skills.
5. Interpersonal and communication skills.
6. Knowledge of the research process.
7. Highly proficient with Microsoft Office and general computer skills.
8. Ability to establish credibility and advance the mission of the Prevention Coalition within the diverse communities of Franklin County and Tennessee.
9. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
10. Adaptability to dealing with people beyond giving and receiving instruction.
11. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
12. Respect for confidentiality of information.
13. Ability to represent the organization in a positive, professional manner.
14. Enthusiasm.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. *Intelligence*: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. *Verbal*: Ability to understand meanings of words and the ideas associated with them.
3. *Numerical*: Ability to perform arithmetic operations quickly and accurately.
4. *Data Perception*: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

WORK CONDITIONS

Works entire fiscal year – July 1 through June 30.

Typical work hours are from 8:00 a.m. through 4:00 pm; flexible hours may be required. Not to work more than forty (40) hours in the work week.

The immediate supervisor is the Coordinator of Support Projects.

NON-EXEMPT from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:50 p.m.).

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.