

**HISTORIC TRIANGLE SUBSTANCE ABUSE COALITION
POSITION DESCRIPTION
Coalition Director**

TITLE: Coalition Director
REPORTS TO: HTSAC Board of Directors

- The Historic Triangle Substance Abuse Coalition's (HTSAC) mission is to collaborate, build, integrate and sustain a comprehensive system to eliminate substance abuse for youth and adult populations.
- HTSAC's role in the community is to serve as the catalyst to challenge individuals in all community sectors to initiate, encourage and support prevention and treatment efforts.
- The HTSAC services those who live, work, play, worship and attend public and private schools within the boundaries of Williamsburg, James City and York Counties.

JOB SUMMARY:

The Director's primary function is to provide coordination and support for the Historic Triangle Substance Abuse Coalition (HTSAC). The Coalition has been established to reduce the incidence of substance abuse among residents of the Greater Williamsburg Community.

Director initiates most work in response to identified community needs through assessment, evaluation, and the goals and objectives of the Coalition. Guidance is provided by supervision from the Board of Directors of the Coalition, utilizing Coalition policies, program goals and objectives, budgetary requirements, and the strategic plan of the Coalition. Funds development and grant writing are an essential component to this position. Review of accomplishments is provided through the written program reports, reports to the Board of Directors, reviews of program goals, objectives and outcomes, and weekly staff meetings.

The Coalition Director will provide supervision to other Coalition staff, graduate assistants, support staff, and others designated and authorized to perform work for the achievement of goals and objectives of the Coalition.

KNOWLEDGE, SKILLS, AND ABILITIES:

General knowledge of principles, practices, and techniques of community based substance abuse treatment and prevention services.

General knowledge of advocacy, promotion, and education principles and techniques as they pertain to substance abuse.

General knowledge of community resources and media capabilities.

Thorough knowledge of community outreach methodologies and community based process.

General knowledge of strategic planning process.

Thorough knowledge and successful experience with grant management; including seeking, writing and reporting.

Knowledge and experience in funds development and financial management.

Knowledge and experience in the community needs assessment process and program evaluation.

Ability to establish and maintain effective working relationships with others, including professionals, service consumers, and the general public.

FORMAL TRAINING/ WORK EXPERIENCE:

Preferred Master's degree in Behavioral Sciences or related field with at least 3 years experience with coalition development and/or non-profit management. Supervisory experience required. Grant-writing experience required. Substance abuse certification or equivalent experience and training desirable.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Provide coordination, facilitation, and support to the HTSAC Board of Directors and subsequent committee's including: Treatment and Prevention Project Committees, Evaluation and other Project Committees designated for development of strategic plan implementation.

Coordinate and facilitate Coalition Member meeting twice annually.

Seek grant opportunities, determine the relevance to coalition work, take the lead in coordination of writing and grant submission, and managing the reporting requirements.

Coordinates and supports ongoing funding of existing grants and resources and active goals and objectives for the Coalition's strategic plan.

Provides supervision and performance evaluation of Coalition staff authorized to perform work for the achievement of Coalition goals and objectives.

Lead the initiative of collaborative efforts, serve as a spokesperson, and provide public consultation, training, and education in the area of substance abuse initiatives for the community.

Coordinate evaluation reports and compile end of year report.

Provide oversight of funding and accounts management through the College of William and Mary

Compiles and types statistical reports including tables and text using spreadsheet software.

REQUIREMENTS FOR EMPLOYMENT (CONTINGENCIES):

Valid Virginia Drivers License