



Position Description: Chittenden County Opioid Alliance (CCOA) Executive Director

Job Description: To provide day-to-day support and facilitation of the Chittenden County Opioid Alliance, a cross-sector collaborative using a Collective Impact framework. Specifically, lead and grow the backbone team, facilitate the success of this regional effort and serve as a public ambassador for the initiative. The CCOA Executive Director will drive internal and external functions, including strategy, communications, community engagement, aligned efforts/activities, and data functions. The Executive Director will report to the CCOA Executive Committee.

Minimum Qualifications: A passion and interest in substance use disorder prevention and treatment and recovery is required.

Education and Experience: Bachelor's Degree in public health, public administration, public policy, social work, criminal justice, executive leadership, or related field with preference given to a candidate with a Master's Degree. Minimum of ten years' experience in a governmental, for profit or nonprofit organization delivering human service/health care, education or other public services, at least one of which will have been in a supervisory capacity. Strong experience in process and meeting facilitation required. Certificate in project management or the ability to demonstrate commensurate work experience is preferred.

Experience in community development work, public relations, program development and evaluation, and strategic planning is desired. Understanding of substance use disorder prevention and treatment and recovery systems in Vermont and Collective Impact is desired.

1. **Computer Proficiency:** Must be functional in a Microsoft Office environment.
2. **Other Skills and Characteristics:** The Executive Director must have the ability to:
 - ❑ Present ideas and findings (both written and oral) clearly and concisely;
 - ❑ Establish and maintain effective working relationships with a wide diversity of individuals and groups;
 - ❑ Lead a large and diverse group of stakeholders;
 - ❑ Be objective, synthesize multiple points of view, organize and align disparate efforts among diverse groups under one structure;
 - ❑ Understand and manage the coordination of complex systems and relationship development;
 - ❑ Actively and effectively facilitate group meetings of various sizes;
 - ❑ Design meaningful, outcomes-focused agendas;
 - ❑ During and between in-person meetings, integrate stakeholder input and feedback into decision-making;
 - ❑ Manage multiple tasks effectively with a high degree of organization and time management.
 - ❑ Navigates ambiguity with ease.

3. Essential Duties and Responsibilities: The Executive Director reports to the CCOA Executive Committee for activities that include the following:

- ❑ Manage backbone staff and systems and be accountable for nurturing the efficiency and effectiveness of both, providing high-level strategic thinking and facilitation of the CCOA's efforts;
- ❑ Oversee monitoring of grant performance and meet the CCOA grant requirements;
- ❑ Facilitate CCOA Steering Committee, Executive Committee and Action Team meetings;
- ❑ Monitor implementation of Collective Impact structure and report to CCOA Steering Committee, Executive Committee and Action Teams;
- ❑ Oversee and work with the Communications Coordinator to develop coordinate messaging for use within existing communication structures across the Steering Committee, Executive Committee and Action Team members and organizations to support external coordinated communication;
- ❑ Oversee and work with the Data Manager, who will be responsible for establishing meaningful metrics for this work, data collection, analysis, implementation and maintenance of online dashboard/scorecard, and writing reports, in a timely manner;
- ❑ Coordinate with the CCOA Executive Committee and/or the Steering Committee to gain authority to request information, address systems issues involved in data sharing and confidentiality, direct information sharing or analysis, and identify shared metrics;
- ❑ Provide information, as necessary, to the CCOA Steering Committee, Executive Committee, partner organizations, and the fiduciary;
- ❑ Orient new team members and facilitate seamless participation;
- ❑ Perform other related duties assigned by the CCOA Executive and/or Steering Committee.

Expectations and Scope of Work: This is a contractual position between the individual and the Chittenden County Regional Planning Commission (CCRPC). The individual will be expected to work in partner offices, which may include the UVM Medical Center, the Vermont Health Department, or the City of Burlington Police Department. Expenses will be reimbursed with prior approval. Duties and responsibilities should be carried out professionally and with integrity; sensitive information treated confidentially.

Salary Range: Competitive, depending on qualifications.