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**Vice President**

Drug Intervention Institute, Inc.

**Position Summary:**

The Drug Intervention Institute seeks a Vice President. This position will work closely with the Institute President in the operational management of the Institute and will oversee and manage the Institute’s outreach and programming including day-to-day supervision and guidance of Institute staff.

This is a full-time (in office) position that reports directly to the Institute’s President. Periodic weekend and evening work may be required. Travel expenses are paid/reimbursed. Salary is commensurate with experience. Heath care stipend available.

**Qualifications:**

* A minimum of a bachelor’s degree required.
* Deep commitment to the mission and experience and understanding of evidenced-based and innovative approaches to SUD response required.
* Excellent written and oral communication skills required.
* Experience managing programming and/or operational budgets required.
* Previous experience with learning management systems for delivering continuing education preferred as well as experience managing CEUs preferred.
* Previous work as an administrator preferably at the director level or higher within a health-related non-profit preferred.
* Grants management and reporting experience preferred.
* Knowledge of state opioid response monies and opioid settlement funding opportunities preferred.

**Duties and Responsibilities:**

* **Oversee and Manage the Institute’s Outreach and Programming Including Day-to-Day Supervision and Guidance of Institute Staff:**
  + Under the direction of the President, oversee all programming, outreach, and growth of the Don’t Keep Rex Around Medication Safety Program/Harm Reduction Campaign.
  + Represent the Institute by serving on regional and statewide task forces and committees when requested/needed.
  + Coordinate and manage the Institute’s statewide naloxone distribution, education, and management including an online course.
  + Oversee activities related to grants the Institute receives and assist with grant writing, reporting, and invoicing.
  + Manage, guide, and coach a programming and Institute staff of 5-15 persons including full-time staff and contract employees.
  + Oversee the Institute’s fentanyl awareness outreach, education, and distribution of testing strips.
  + On behalf of the President, attend local, regional, and national meetings as a representative a primary spokesperson for the Institute as requested.
  + Work with the Institute President and Director of ONEbox Outreach and Distribution on sales and marketing plans related to the ONEbox product.
  + Host the Institute’s monthly television program on the WV Library Television Network/PBS.
* **Assist the President with the Operational Management of the Institute:**
  + Work in consultation with the President (and other key team members) to identify future funding streams for Institute programs and outreach.
  + Develop in concert with the Institute President (and other key team members), sustainability, marketing, and sales plans including financial forecasts.
  + Serve as a liaison with Jobs and Hope West Virginia, including assisting with registration, reporting, and any other tasks as needed.
  + Manage and oversee the Institute’s marketing plan, learning management system, and website in coordination with consultants.
  + Attend regular quarterly board meetings and present when requested on Institute progress.
  + Make recommendations for programmatic and policy changes including drafting standard operating procedures, employment policies, and workflow documents.
  + Draft press releases on Institute programs and activities under the consultation of the President.
  + Serve as a spokesperson for the Institute with local news stations and organizations when requested by the Institute President.

Applications should be sent to Ms. Mia Manfredi, Executive Assistant at: mia@wvdii.org. Applications should include a cover letter, a curriculum vita, and the names, addresses and phone numbers of three (3) references. References will not be contacted without notification of the applicant.