



## **Vice President**

West Virginia Drug Intervention Institute, Inc.

### **Position Summary:**

The WV 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 travel and occasional weekend/evening work may be required. Travel expenses are paid/reimbursed. Salary is commensurate with experience. Health care stipend, three-weeks annual paid vacation, sick time 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](mailto: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.

WV DII is an EOE. Women, minorities, and persons in recovery are encouraged to apply.