

HC DrugFree

Executive Director Job Description

HC DrugFree's Mission: HC DrugFree provides resources and education on prevention, treatment, recovery, and health and wellness to help Howard County residents develop knowledge and skills to understand and address behavioral health (substance use and mental health) disorders.

The Executive Director (ED) serves as the chief executive staff member of HC DrugFree (a Howard County, MD 501(c)(3) nonprofit organization) and is responsible for providing strategic leadership and operational management for this dynamic, community and education-focused organization. Reporting to the HC DrugFree Board of Directors, the ED ensures that the organization's mission, financial sustainability and community impact initiatives are fulfilled. The ED acts as the primary liaison between the Board of Directors, advisors, volunteers, donors, and the Howard County community.

Work Arrangement: Hybrid (In-office, in-person attendance at meetings, remote)

Location: Columbia, Maryland

Responsibilities include:

➤ **Advocacy (Programs & Services)**

- Oversees the initiation, development and management of all programs and outreach
- Serves as ambassador of the organization in the community and interfaces and networks with community groups, agencies, foundations and sponsors
- Represents HC DrugFree on, and maintains relationships with, governmental and nonprofit boards, agencies, councils and community organizations
- Develops content and manages various events and communication channels, including Drug Take Back Days, website, electronic newsletter, Teen Advisory Council (TAC) meetings, public service announcements, educational materials, email distribution lists, and responses to community requests

➤ **Fundraising and Revenue Generation**

- Coordinates fundraising efforts via writing and securing grants, cultivating donors and acquiring sponsorships. Collaborates with the Board of Directors to develop and implement successful fund development strategies in support of HC DrugFree's mission
- Identifies, prepares and manages all grant submissions/reporting obligations and contracts
- Builds and maintains strong relationships with current and prospective sponsors, foundations, government agencies, and community partners

➤ **Governance**

- Develops and manages the mission, vision and strategic plan of the organization (in coordination with the Board of Directors)
- Functions as an *ex-officio* member of the Board of Directors and its committees

➤ **Operations/Administration**

- Develops all administrative policies and procedures, and performs day-to-day operations (in coordination with the Board of Directors)
- Supports financial and nonprofit organizational management and reporting (led by Board Treasurer), including budget preparation, bookkeeping, and money management duties
- Recruits and manages employees, independent contractors, and community volunteers
- Maintains a flexible hybrid work schedule while ensuring regular in-person participation at community events, partner meetings, and organizational activities

Qualifications & Competencies

- **Experience:** Minimum of 5 years of senior leadership experience, preferably within a nonprofit, foundation, or public sector organization
- **Fundraising Acumen:** Proven track record of successfully writing grants, securing donations, and growing organizational revenue
- **Leadership and Communication Skills:** Excellent written and verbal communication skills, and the ability to effectively represent the organization to stakeholders and the public
- **Project and Organizational Management:** Demonstrated ability to manage multiple priorities, programs, deadlines, and community initiatives in a dynamic environment
- **Education:** Bachelor's degree preferred

Compensation: Salary and benefits are determined by various factors, including but not limited by a particular combination of work arrangement, experience, competencies, skills, and knowledge, as well as grant/contract-specific affordability. Compensation range for this position is \$50k-100k.

HC DrugFree is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment decisions are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Learn more about HC DrugFree at www.hcdrugfree.org.