



ORGANIZATION:

The Fountain Hills Protect Our Youth Coalition is a 501c3 nonprofit organization made up of 12 community sector representatives including town leadership, law enforcement, our public school district, tribal representatives, healthcare professionals, parents, treatment facilities, and youth participants. Over the years we have expanded our focus to include not only underage drinking, but also nicotine use (including vaping), marijuana use, opioid dangers, and prescription drug abuse.

JOB TITLE:

Executive Director

POSITION REPORTS TO:

Coalition Board of Directors

JOB SUMMARY:

The Executive Director provides leadership to ensure the Coalition continues to be an impactful resource in the field of drug prevention for the Fountain Hills and Fort McDowell Yavapai Nation communities. This position will develop, implement and oversee all coalition activities, initiatives, and events. The Executive Director will also be responsible for ensuring the coalition's action plan aligns with local, state, and federally awarded grant applications. Additionally, this position will be responsible for maintaining and updating Coalition QuickBooks, and working with the CPA and Business Official to ensure grant compliance. The Executive Director will report to the Board of Directors and work closely with the program manager, other coalition employees, and contracted individuals and services. This is a part-time position with some evening and weekend work required. Salary is commensurate with experience.

Essential Responsibilities:

- Leads and manages all efforts related to federal, state and local grant applications and administration; including collecting data and writing/designing/developing compilation for grant applications and continuations;
- Files required financial and programmatic activities for grant reporting;
- Develops and markets independent and collaborative programs and projects that support the fiscal goals of the organization;
- Advocates for the organization through strategic alliances that promote new sources of revenue;
- Represents coalition as public spokesperson to enhance the Coalition's visibility and to promote its mission through effectively communicating the mission and vision to media, the public, elected officials, current and potential stakeholders
- Designs and implements the sector leader meetings, board meetings, local coalition events/activities;
- Creates engaging sector leader/volunteer coalition meetings including: developing agenda, inviting guest speakers, and sending out reminders and agenda to volunteers and sector leaders and following up with minutes;

Additional Responsibilities:

Board of Directors:

- Ensures open, precise and ongoing communication with the the Board, coalition members, and other stakeholders;
- Attends and organizes all meetings of the Board;
- Coordinates financial reporting to the board on a regular basis to ensure grant compliance;

Program Management:

- Facilitates the review and evaluation of programs and projects with Coalition staff and Board to ensure their effectiveness and alignment with the Coalition's mission and vision as well as meeting grant requirements and action plans;
- Meets with coalition staff to direct activities and to ensure grants are being completed on time and on budget;
- Oversees coalition employees such as the program manager and works with other contracted individuals and services such as a CPA, web designer, graphic designer, evaluator, payroll processing, account balancing, etc;
- Supports Coalition recruitment and orientation for new volunteers;

Financial Tasks:

- Reports monthly and grant funds drawdown for coalition;
- Responsible for developing the annual budget for Board approval;
- Conducts accounting through maintaining and updating QuickBooks;
- Works with CPA and Business Official;

Communication:

- Serves as public spokesperson to enhance the Coalition's visibility and to promote its mission and vision to media, the community, elected officials, and stakeholders;
- Establishes an atmosphere conducive for open communication with community;

Preferred Skills and Qualifications:

- Experience with grant writing and grant management
- Experience with QuickBooks Online, Excel, Word, PowerPoint
- Bachelor's Degree or equivalent
- Ability to establish relationships and build collective impact
- Proven self starter with exceptional communication skills and public speaking experience
- Passion for substance use prevention and youth health and safety in Fountain Hills and neighboring communities

**Note: This job description is not intended to be all-inclusive. The employee may be required to perform other related duties as negotiated to meet the ongoing needs of the organization.*