



**Burlington
Partnership
for a Healthy
Community**

*Positively impacting the Burlington community by addressing
the causes and consequences of substance abuse.*

PO Box 1353 • Burlington, VT • 05402
(802) 652-0997 • burlingtonpartnership.org

Coalition Director Job Description

Qualifications

Bachelor's Degree or equivalent experience
Aptitude and passion for community based prevention and healthy community design
Demonstrated transparent and high integrity leadership
Strong program development and community organization skills
Experience with group facilitation and processing
Demonstrated experience with staff supervision and oversight
Excellent written and oral communication skills
Experience in data collection and project evaluation

Hours: 40 hours/week. Full benefits

Supervised by: Burlington Partnership for a Healthy Community advisory board of directors and NFI, VT fiscal agent.

General Description of Duties and Responsibilities: This position serves as the primary role for capacity building, direction and leadership of the organization. The Director must have both the vision and skills to enable the organization to sustain our successful programs and grow and adapt to changing environments. This position is responsible for overseeing the administration, programs and strategic plan of the organization. The person in this position advocates for a public health approach to policy development and practice with local and state partners and policy makers. Other key duties include oversight of fundraising, marketing, and community outreach. The job requires a flexible schedule, creativity, attention to detail, ability to communicate, engage and collaborate with a wide variety of audiences and partners.

Board Governance: Works with board in order to fulfill the organization mission in compliance with NFI, VT rules and standards.

- Responsible for leading BPHC in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of BPHC, which includes working with the Grants Administrator to submit to the Board a proposed annual budget and regular financial statements, which accurately reflects the forecasted financial condition of the organization.



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- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for the oversight of fundraising, grant writing, and development of resources necessary to support BPHC's mission.

Coalition Development

- Organizes and facilitates coalition development and capacity building
- Looks for opportunities to engage new community partners and build coalition membership
- Community event planning related to coalition's mission and goals
- Partners with the board and members to develop organizational plans for the coalition and the community at large – organizes and facilitates strategic planning for the organization
- Maintains and utilizes a working knowledge of significant developments, trends, and best practices in the field of substance abuse prevention. Attend trainings, research local and national trends for substance abuse prevention.
- Maintains connections with other Vermont coalitions and looks for opportunities to collaborate on projects and bring attention to substance abuse prevention and Burlington Partnership's mission.
- Research and evaluate relevant community data
- Assist with implementation of community needs and resource assessments and surveys as appropriate

Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate and the mission is fulfilled through appropriate interventions, strategic planning and community outreach.

- Responsible for effective administration of coalition operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for providing direct and appropriate supervision, oversight, and support to our Grants Administrator, Project Coordinator, and Communications staff.
- Provide support and oversight for the supervision of volunteers.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
- Track and manage tasks for grant requirements and reporting.
- Facilitate the planning and preparation of coalition and committee meetings.

Community Relations

- Serves as an effective spokesperson for BPHC; represents mission of BPHC to agencies, organizations and the general public, including media liaison and contact, and material development.



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- Establishes sound working relationships and cooperative arrangements with community groups and organizations
- Responsible for the enhancement of BPHC's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- Collaborate with local non-profits, city officials, government agencies and other relevant partners on appropriate strategies. Build strong, long-term working relationships.
- Work with BPHC staff and board members to engage and build relationships with local and statewide officials and policy makers to advocate for policies and practices that support community health and wellness.

*And other duties as assigned by the Board of Directors.

Signature

Date