



**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

Associate Director

Qualifications

- Minimum of a Bachelor's Degree or equivalent experience
- Experience with fundraising and development
- Strong project and/or program development and community organization skills
- Experience with grants and grant administration systems, processes, and budgeting
- Experience with program and outcome evaluation
- Excellent oral, written and presentation communication skills
- Highly proficient in use of Word, Excel and project management systems
- Adapts easily to a variety of technology systems
- A commitment to diversity; a personal approach that values individuals and respects differences of race, ethnicity, age, gender, gender identity, sexual orientation, religion, ability, and socio-economic circumstance. Including the ability to work with diverse individuals within the organization and the broader community.

Hours: 40 hours per week. Eligible for full benefits.

Salary: Starting range \$45,000 - \$47,840

Supervised by: Coalition Director

General Description of Duties and Responsibilities

This position serves in a leadership role in support to the Coalition Director and may share or provide support on responsibilities such as: grant management and reporting, fundraising and engaging with donors, strategic planning, community assessment, evaluation, program and project coordination and support, public communications, staff support, and relationship and capacity building. The person in this position will often be responsible for the coordination and successful implementation of long-term strategies to reduce substance misuse.

This person must have vision and skills to support the Coalition Director to sustain our successful strategies and grow and adapt to changing environments and community readiness. The position requires attention to detail, someone who can work autonomously and is able to communicate, engage and collaborate with a wide variety of audiences and partners.

Organization Operations. Works closely with the Coalition Director to support the mission and vision of the organization through informed strategy implementation, strategic planning and community assessment and outreach.

- Works closely with the Coalition Director to provide guidance and support related to:
 - community assessment,
 - research and evaluation,
 - strategic planning,
 - program development,
 - project management
 - progress reporting



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- Seeks out opportunities to engage new community partners and build coalition membership/partnerships and build working relationships and collaboration on strategies.
- When requested, can serve as an effective spokesperson and communicator for BPHC; representing the mission of BPHC to agencies, organizations and the general public through written and oral communications.
- Helps with enhancing the visibility of the organization, our mission, and effective prevention strategies in Burlington.
- Helps engage and build relationships with local and statewide officials and policy makers to advocate for policies and practices that support community health and wellness.
- Organizes and facilitates long-term and short-term project-based working groups, meetings, and events.
- Acts as an informed representative for BPHC in community meetings, Task Forces, public forums, etc. as needed.
- Provides support to the Coalition Director and Board of Directors to hire and retain competent, qualified staff.
- Helps as needed, with direction from the Coalition Director, to support BPHC staff related to projects, programs, and communications.
- Provides support and oversight for the supervision of volunteers.
- Tracks and reports on grant requirements and activities and works with Coalition Director to submit reports as outlined in grant award expectations.
- Helps coalition implement effective tracking and reporting of coalition strategies and processes for funding sources. Work with coalition members and staff to gather data for reports and ensure that proper records are maintained. This may include monitoring grant budgets, expenditures, goals and work plans to ensure targets are met.
- Assists with assessment and evaluation of the community as well as BPHC projects and interventions. This may include but is not limited to: survey creation and distribution, data tracking and entry, community polling or interviews.

Financial Performance and Fundraising: This position will work with the Coalition Director to develop resources sufficient to ensure the financial health of the organization and enhance the impact.

Including:

- Supporting the fiscal integrity of BPHC, which may include working with the Coalition Director to develop an annual budget and reviewing financial statements from the business office.
- Works closely with the Coalition Director to support fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and tracking spending and reimbursements.
- Helps with fundraising, grant writing, and development of resources necessary to support BPHC's mission.
- Works collaboratively with other coalition staff and board to create and implement annual development plan. Works with the Director to engage and motivate the board members to support the organization's mission by helping to implement the development plan.
- May help prepare written and statistical reports to aid in increasing awareness of the organization, BPHC interventions, and the need for sustainability.



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- Help plan and organize fundraising opportunities for the coalition and coalition sustainability, including support of the annual Roots of Prevention Award Celebration.
- Supporting growing and maintaining relationships with individual, corporate and foundation sponsors.

Other:

- Develop and maintain a working knowledge of significant developments, trends, and best practices in the field of substance misuse prevention and attend relevant trainings as needed.
- Other duties as directed by supervisor.

Signature

Date