



Executive Director Job Description

ASAP of Anderson is a substance misuse prevention nonprofit located in Clinton, TN. With a mission of preventing and reducing substance misuse among youth and adults in Anderson County, ASAP carries out its work by utilizing a coalition of volunteers representing various community sectors to implement population-level strategies for change.

DESCRIPTION:

The Executive Director will oversee the day to day management and operations of ASAP of Anderson, including strategic planning and initiative implementation as outlined by funding entities, the community coalition, and ASAP board of directors. This individual will oversee the administrative and fiduciary functions of the organization, including grant acquisition and fundraising. The Executive Director will represent the organization in the Anderson County community and engage and develop strong relationships with local, state, and national stakeholders.

DUTIES:

- Execute the mission and vision of ASAP of Anderson through passionate, articulate, and persuasive advocacy of substance misuse prevention
- Forecast community needs related to substance misuse prevention with vision and imagination, and initiate and implement long-range strategic and operational planning
- Recruit, mentor, supervise, and retain a diverse, qualified staff
- Recruit and engage current and future coalition partners and volunteers
- Work closely with coalition sectors and/or stakeholders with shared interests; encourage inter-organizational partnerships and collaboration in the community
- Track, measure, evaluate, and report on goals, objectives, and implementation activities
- Provide oversight and quality assurance of evidence-based prevention programs and strategies
- Oversee the fiduciary and development functions of the organization including: grant acquisition and management, identification and execution of fundraising goals and strategies, development of internal controls and financial discipline, and creation and oversight of budgets, revenues, and expenditures
- Obtain and maintain Certified Prevention Specialist credential

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university; Master's preferred
- Experience overseeing major federal, state, and foundation grants
- Knowledge of substance misuse prevention preferred
- Strong initiative and sense of collaboration
- Must demonstrate strong presentation, written, and verbal communication skills
- Computer skills, including knowledge of Microsoft Office Suite, G Suite, Dropbox, Canva, and social media platforms
- Candidates must possess a valid driver's license
- Candidates must pass a background check and a drug screen

SALARY AND BENEFITS:

\$60,000 per year. The position is full-time and will require a 40 hour work week; some evening and weekend work required, including local and national travel. Health insurance and benefits offered.

To apply, please submit a cover letter and resume to info@asapofanderson.org by Friday, October 8th at 11:59pm.