

Southeast Indiana Workforce Investment Board

Director of Substance Abuse Employment Initiatives

Reports to Executive Director. Manager is responsible for the Implementation and Operations of the Region 9 Workforce Board's Substance Abuse Recovery efforts, including implementation of DOL's Opioid Recovery Grant.

RESPONSIBILITIES:

- Assures that the contract received from Department of Workforce Development is carried out in regard to the grant's mission, program operations, fiscal well-being, and general administration.
- Leverages and collaborates with community partners in providing coordinated training activities, employment and supportive services for individuals affected by substance abuse.
- Provides leadership to partners in strategic planning, program development and operations.
- Develops and presents the public image of the Board and the Agency through the media, and serves as a spokesperson for the Agency to the media and other audiences.
- Establishes and maintains linkages with the employer communities, educational institutions, and funding sources.

QUALIFICATIONS:

- Bachelors of Art degree required; Masters or MBA preferred. Field of study: Business Administration, Education, Social Work, Public Administration or related field.
- Ten (10) years of increasingly responsible work and management experience in employment and training, or a related field including successful experience as Operations Manager, Regional Manager, or other applicable senior title involving full management responsibility.
- Extensive knowledge on substance abuse and possible resources for assistance, certification or specialization strongly preferred.
- Experience working within interdisciplinary teams and managing geographically distributed staff.
- Outstanding writing, leadership, conflict-management, negotiation and team building skills.
- Solid functional experience with budgeting; financial, tactical and strategic planning, human resources management and operational management.
- Demonstrates success and comfort with community relations/outreach, media/public relations, public speaking, government affairs and Board relations.
- Proven capability to raise money from corporations, community/private foundations, and individuals through fostering relationships and building networks.
- Strong background in grant/proposal writing and contract reporting/compliance with city/county/state and federal government agencies as well as other nonprofit and for-profit funders.
- Proven experience forging productive alliances across public, private and governmental sectors.

PHYSICAL REQUIREMENTS:

- Must be able to utilize PC and other standard office equipment.
- Must be able to travel to seminars/workshops and offices when necessary.
- Must be able to understand and respond to communications.

R9 WDB is an equal opportunity employer. All employment is decided on the basis of qualifications, merit and business need.