

Director

REPORTS TO: NyECC Chief Executive Officer

SALARY RANGE: Level 1: \$34,320- \$52,000 Level 2: \$41,600 - \$60,008

POSITION STATEMENT: The Director of a NyE Communities Coalition & Community Building Division provides for the successful delivery of all components associated with the division.

SUPERVISION RECEIVED: NyE Communities Coalition Chief Executive Officer

Essential Functions:

- Works with NyECC executives, board, staff and key community stakeholders to develop division goals and objectives.
- Provides project management and oversight of the grants and resources necessary to operate all aspects of a division within NyECC.
- Serves as the conduit of information between and among the local partners, statewide partners, and state agencies for the assigned division; contributing to statewide plans and visions.
- Coordinates and facilitates regularly occurring community management teams and develops agreements appropriate to the plans or necessary systems to accomplish division goals.
- Coordinates needs assessment, environmental scans, and gaps analysis and creates strategic plans to address the defined goals of the division.
- Works with executives and human resources to recruit, hire, and manage staff members necessary to accomplish goals of division.
- Adheres to budgets to operate within and ensures compliance with funding sources, donations, policy, assurances, and plans by all division staff; establishes and accomplishes spend down plans with COO.
- Educates self and team members to mobilize community partners, individuals, families and youth to address the division's goals and objectives utilizing evidence-based programs and best practices.
- Reports comprehensively and completely, both verbally and in writing on assessment and program implementation in a timely manner.
- Provides supervision of staff and contractors; along with support, coordination and oversight for local implementation by individuals and partners.
- Provides data and information to evaluators, state, federal government and local core team; utilizing lessons learned to ensure ongoing quality improvement.
- Examines, develops and implements plan for sustaining projects, contributes to resource development.

Level 2

- Independently and continually secures funding and resources to operate, maintain, and grow division.
- Independently and continually financially manages, processes, and oversees individual grants within division.
- Independently and continually manages projects, associated deliverables, evaluation, upkeep.
- Independently and continually reports, accounts for, defends, and represents the division of NyECC.
- Independently and continually processes and manages employees.
- Independently and continually represents the assigned Division to the community, across the state / nation, and within the coalition.

Director

QUALIFICATIONS:

- High level of knowledge in health, wellness, community organizing along with a general understanding of food security, nutrition, fitness, substance abuse, tobacco prevention, and project management.
- Ability to learn, interpret, explain, and apply principles of community building and planning.
- Ability to plan, implement and evaluate the achievement of goals, objectives and work plans.
- Ability to use initiative and independent judgment within established guidelines.
- Ability to supervise others and coordinate collaboration among staff and partners.
- Knowledge of modern office methods, practices, procedures, computer equipment and common office software.
- Ability to communicate clearly and concisely, both orally and in writing; quickly and comprehensively.
- Possession of personal resources to incur travel costs along with current Nevada Driver's License; ability and willingness to travel in/out of state; including by plane.
- Ability to pass a background check including drug / alcohol screening; appropriate to position requirements.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities including the following -Walking, standing, or sitting for extended periods of time; operating assigned equipment
- Ability to utilize effective auditory and visual skills and have the perception needed for -Making observations; communicating with others; reading and writing; and operating assigned equipment.
- Ability to maintain mental capacity with the capability of -Making sound decision; effectively interacting and communicating with others; and demonstrating intellectual capabilities.

EDUCATION AND EXPERIENCE:

Must have Bachelor's Degree in social service / nutrition / community health field, Master's Degree preferred but will consider experience. Prefer experience working in prevention, behavioral, education, and/or mental health field. Must have experience coordinating grant funded projects or project management. Must have experience supervising others and creating collaborations.

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment. This job description may change upon federal review and is draft until stated otherwise.

Submit resume and cover letter to:
NyE Communities Coalition
1020 East Wilson Road Pahrump NV 89048
info@nyecc.org