



United Way Alliance
of the Mid Ohio Valley



SUD COLLABORATIVE
IMPROVING THROUGH COMMUNITY COLLABORATION

Position: SUD Collaborative Coordinator

Organization: United Way Alliance of the Mid-Ohio Valley

Status: Full Time, In-Person

Reports To: United Way Alliance of the Mid-Ohio Valley Executive Director

Location: Parkersburg, WV

Introduction

The SUD Collaborative is a coalition operating under the United Way Alliance of the Mid-Ohio Valley (UWA) a 501(c)(3) public charity. Established in 2020 through funding from the Sisters Health Foundation, United Way Alliance of the Mid-Ohio Valley, Parkersburg Area Community Foundation, Bernard McDonough Foundation, and the Fenton Foundation, the Collaborative is an action-oriented initiative focused on improving the lives of those impacted by substance use disorders in Wood County and its surrounding communities by catalyzing collaborative projects, providing technical assistance, and reporting unbiased data.

Position Summary

The Coordinator is responsible for implementing and achieving the strategic vision developed by the SUD Collaborative Advisory Board and guided by the UWA. Responsibilities include the oversight, planning, and implementation of collaborative-led initiatives, strategic partnerships, and community relations. The Coordinator is also responsible for oversight of operational and programmatic aspects of the Collaborative. Current priorities include workforce development for individuals impacted by SUD, community data collection and assessment, quality reporting for treatment centers, and community learning and education. It is expected that priorities will evolve over time based on community need.

Position Requirements and Qualifications

The ideal candidate for this position will have a college degree, or equivalent work experience, and six or more years of leadership experience in the nonprofit sector, preferably in a health-related field and/or collective impact organization, with demonstrated familiarity in administration and project management processes. Additional qualifications and characteristics include:

- The ability to convene individuals and organizations across sectors (e.g., government agencies, educational entities, non-profit organizations, for-profit businesses, etc.).
- An understanding of substance use disorders and its effect on individuals, families, and communities and interest in pursuing professional development and/or credentialing in the SUD field.
- A working knowledge of prevention, treatment, and community supports necessary to properly address SUD and its adverse impacts.
- The ability to work closely with a diverse Advisory Board in order to successfully achieve intended goals and outcomes.
- Demonstrated ability to develop relationships and work collaboratively with people from diverse racial, ethnic, economic, and social backgrounds.
- Self-directed with attention to detail and ability to manage and prioritize multiple projects simultaneously and follow through with assigned tasks.
- Knowledge of grant writing and/or managing stakeholders throughout the grant writing process.
- Excellent verbal and written communication skills.

- Ability to think strategically and analytically and apply these strengths to provide vision and direction to the Collaborative's projects.
- Ability to promote teamwork and collegiality through mutual respect for community partners and co-workers.
- Effective presentation, public speaking, communication, and media relations skills.
- Understanding of financial budgeting processes and accounting principles.
- Competency in the use of electronic communication and other office management technology, including a shared office calendar and task management systems.
- Willingness to travel as required in fulfilling responsibilities.

Primary Responsibilities

The Coordinator is accountable to the UWA Executive Director in fulfilling the authority and responsibilities of the position. A summary of responsibilities includes, but is not limited to:

Strategy Development

- In collaboration with the Advisory Board, creates and develops strategies related to the Collaborative's priority impact areas and oversees implementation and monitoring of strategies and action plans.
- Utilizes innovative approaches to community engagement and consultation with content experts in the development and management of priority impact area strategies.
- Seeks opportunities to convene, leverage, and jointly work with community partners to advance the Collaborative's mission and priority areas; serves in leadership and board positions as determined appropriate.
- Serves as critical voice with state leaders to increase visibility of community needs, advance the Collaborative's priorities, and identify opportunities for collaboration.

Program Management:

- Leads all Collaborative program activities including partner convening, identification of need and best practices, project implementation and management, and outcome assessment/reporting.
- Responds to problem-solving situations, provides technical assistance and one-on-one consultation as appropriate, and maintains an open, ongoing relationship with community partners.
- Continually reviews and assesses project activities to ensure activities align with current community needs and to ensure that the Collaborative's work is progressing and that deadlines and milestones are met.
- Monitors emerging trends and evidence-based practices related to SUD from other communities.
- Identifies and tracks key data points related to SUD in the region and regularly shares data with partners and the community.
- Ensures effective functioning of Advisory Board committees and work groups, including scheduling of regular meetings, appropriate meeting preparation, and oversight for implementation of activities and tasks identified by committees.
- Responsible for vetting and pursuing funding opportunities related to the Collaborative's financial sustainability and impact area priorities; also guides community members to identify, discuss, and develop partnerships to pursue substance use disorder related funding opportunities.
- Ensures data collection and analysis guide the development of programs and services.
- Maintains frequent communication with the UWA Executive Director and the Advisory Board regarding all aspects of the Collaborative's work.

- Keeps public officials, funding organizations, and other key stakeholders apprised and engaged in the Collaborative's work.

Organizational Management Related:

- Provides assistance to the UWA and Advisory Board to create annual budgets and monitor the Collaborative's finances.
- Identifies/pursues funding opportunities related to the Collaborative's sustainability and impact area priorities.
- Regularly meets in-person with community members and agencies to strengthen and grow collaborative partnerships.

Communications

- Works with UWA to plan and execute consistent and ongoing community education and learning opportunities through social and traditional media, community convenings, and regular outreach.
- Works with UWA to plan and execute effective communications and publicity efforts for all events and programs hosted by the Collaborative.
- Responds promptly to all emails, inquiries, and requests for information.

Expectations of All Staff

- Personal value system congruent with the UWA; adherence to all UWA policies.
- Engages as an active team member with all UWA staff.
- Reports on progress regularly to UWA Executive Director.
- Maintains relationships/memberships in appropriate professional organizations and participates in conferences and meetings to further professional and skill development
- Assists in special projects or other duties as determined necessary; willingness to cross-train and contribute as requested/needed.

Work Schedule

This position is a full-time, M-F, in-person position. The work schedule will generally be expected to be 8:30-4:30 p.m.; flexibility regarding daily start and end time must be approved by the Executive Director of the UWA. The Coordinator will adhere to all UWA personnel policies.