

**Churchill Community Coalition**  
**90 N. Maine St. # 301**  
**Fallon, Nevada 89406**  
**(775) 423-7433**

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**Executive Director**  
**Job Description**

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**Position Title:** Executive Director  
**Department/Cost Center:** Administration  
**Salary:** \$51,740.00-\$62,140.00 annually  
**Reports To:** CCC Board of Directors  
**Status:** Exempt  
**Created:** January 1, 2020

**Basic Function:**

The primary responsibility of this position is to ensure that the day-to-day functioning of the Churchill Community Coalition (hereinafter referred to as “CCC”) is attended to in a professional, ethical, efficient, and effective manner.

This position is grant funded. The grants that fund this position have been consistent, and are expected to remain consistent. It will be part of the duties of the Executive Director to ensure future grant funding is obtained to maintain this position and salary. Should grant funding become unavailable, there is no guarantee of full time employment, or the above listed salary.

Successful applicants for this position will be required to undergo and pass a pre-employment and random drug/alcohol screens, as well as a background check.

**Specific Responsibilities:**

1. The Executive Director is responsible to the Board of Directors and will:
  - Prepare reports and materials for the Board of Directors.
  - Present reports to the Board of Directors.
  - Make recommendations to the Board of Directors.
  - Respond to requests from the Board of Directors.
  - Keep the Board of Directors informed about CCC operations.
  - Implement Board of Directors’ policies and procedures.
2. The Executive Director is responsible for comprehensive planning and will:
  - Develop and implement short and long-term planning.
  - Develop management systems.
  - Train others in planning.
  - Evaluate planning results.
3. The Executive Director is responsible for program management and will:

- Keep current with trends and developments in the community in regards to prevention and education.
  - Initiate, maintain, modify, and/or discontinue programs in the community within their scope to best benefit the community.
  - Monitor and assess effectiveness of the programs.
  - Plan and direct in-service and staff development.
  - Manage state and federal programs and projects.
  - Manage appropriate data collection, perform data assessment, compile reports, present reports to CCC stake holders, partner organizations and community members
4. The Executive Director is responsible for the business and fiscal management of CCC and will:
- Forecast financial requirements; seek and ensure future CCC funding
  - Prepare budgets including: annual budgets, grant budgets, and any other budgets required by the board.
  - Manage budget allocations.
  - Manage cost accounting and cost effective management.
  - Procure equipment, materials, supplies, etc.
  - Direct fundraising activities.
5. The Executive Director is responsible for staff and personnel management and will:
- Employ and supervise personnel.
  - Utilize employed personnel appropriately.
  - Administer personnel policies and procedures.
  - Administer salary and benefits program(s).
  - Direct employee relations program(s).
  - Administer personnel evaluation program.
  - Provide for the health and safety of the employees.
6. The Executive Director is responsible for community and public relations and will:
- Interact with the media.
  - Interpret CCC programs, problems, and concerns to the community and public.
  - Respond to concerns of the community.
  - Prepare periodic communications (reports, newsletters, etc.)
  - Oversee development and maintenance of a web page for CCC.
7. The Executive Director is responsible for his/her own professional and personal development and will:
- Represent CCC at local, state, and national meetings of interest to CCC.
  - Contribute to the profession by writing and/or speaking engagements.
  - Participate in local, state, and national professional organizations.

**Internal Contacts:**

This position interacts with the Board of Directors, staff, and consultants.

**External Contacts:**

This position interacts with current and prospective members of the organization, members of various coalitions, the general public, legislators, plus representatives from state and national organizations/agencies. This position also interacts with funders, potential funders, vendors, collaborating entities, the media and auditing personnel.

**Qualifications:**

1. Three (3) years work experience in substance abuse treatment and/or prevention required.
2. A Bachelor's Degree from an accredited college or university in a related field is preferred.
3. Two (2) years work experience in an administrative or management capacity preferred.
4. Certification or licensure in a related field is preferred.
5. Proficient computer skills, i.e. word processing, email, spreadsheets, PowerPoint, QuickBooks, Microsoft outlook, etc.
6. Ability to work with a wide variety of people in sometimes-stressful environments.
7. Ability to speak, read, and write the English language.
8. Able to develop and maintain an organizational budget.
9. Willingness to be flexible with work schedule to accommodate organization needs.
10. Ability to maintain professional and ethical standards at all times.
11. Ability to represent CCC positively in the community at large.
12. Successful experience writing and managing grants.
13. Successful experience with fund raising activities.
14. Successful experience working with Boards of Directors.
15. Successful community organizing or coalition experience.
16. Experience and understanding of non-profit organizational structure.
17. Public speaking experience.
18. Must provide own transportation and proof of a current and valid driver's license and insurance upon accepting the position.
19. Must be an active member of the Churchill County community.