



The Council of Southeast Pennsylvania, Inc.
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JOB DESCRIPTION

TITLE: PRO-ACT PROJECT DIRECTOR
REPORTS TO: EXECUTIVE DIRECTOR
CLASSIFICATION: EXEMPT, FULL TIME

SUMMARY: The Pro-Act Project Director is directly responsible to the Executive Director for all financial, legal, programmatic and operations of The Council's Pro-Act project. The Project Director is responsible for strategic planning and the implementation of Council policies and Pro-Act procedures.

MINIMUM REQUIREMENTS/QUALIFICATIONS: Five or more years of senior nonprofit management experience with an understanding of Recovery Oriented Systems of Care (ROSC). Director must have first hand knowledge of peer based recovery support services and be a person with current and continuous personal, long term recovery history (minimum 5 years). Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting. Strong organizational abilities including planning, delegating, program development and task facilitation. Experience in chemical dependency field, minimum Masters level education in Human Services field or equivalent experience. Demonstrated capabilities in fundraising, grant writing, business administration as well as clinical and training experience. Transparent and high integrity leadership.

ESSENTIAL DUTIES: Key management leader of The Council of Southeast Pennsylvania, Inc. Responsible for overseeing the administration, programs and strategic plan as it pertains to Pro-Act. Other key duties include fundraising, marketing and community outreach.

Financial Performance and Viability: Develops and supports resources sufficient to ensure the financial stability of Pro-Act.

- Responsible for the fiscal integrity of Pro-Act, to include submission to the Board of a proposed annual budget and monthly financial statements.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support Pro-Act and The Council's mission and funding deliverables.

Pro-Act Mission and Strategy: Works with staff and volunteers to ensure the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of Pro-Act's programs and strategic plan that carry out the organization's mission.
- Responsible for the enhancement of The Council's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- Responsible, effective administration of Pro-Act operations.
- Responsible for the hiring and retention of competent, qualified staff.

DAILY JOB RESPONSIBILITIES:

1. Planning and operation of annual budget.
2. Implementation of employment and administrative policies and procedures for Pro-Act deliverables and for the day-to-day operation of Pro-Act.

3. Serving as Pro-Act's primary spokesperson to the organization's constituents, the media and the general public.
4. Oversee and maintain compliance with credentialing – staff and organizational.
5. Establish and maintain relationships with various organizations and funders throughout the state; utilize those relationships to strategically enhance Pro-Act's programs, services and sustainability.
6. Report to and work closely with the Executive Director and other key leaders of The Council.
7. Supervise Pro-Act staff, collaborate with Council staff and leadership team.
8. Strategic planning and implementation.
9. Fundraising, marketing and community outreach.
10. Attend and support Director's Management Team: assume confidential decisions/discussions, determination of planning/brainstorming vs. information to be disseminated, honesty/candid responses, public endorsement of management and meeting outcomes.
11. Supervision and management of the daily operations of Pro-Act staff, part time employees, private contractors, and volunteers.
12. Oversee Vision Team and Pro-Act committee meetings.
13. Oversee marketing and other communications efforts.
14. Review and approve contracts for services.
15. Other duties as assigned by the Executive Director and Board of Directors.

COMPENSATION: Commensurate with experience and other qualifications. Quality benefits package includes health and PTO