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<th><strong>Job Title</strong></th>
<th>Director of Coastal Coalitions</th>
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<td><strong>Employer/ Agency</strong></td>
<td>Bay Area Council on Drugs &amp; Alcohol (BACODA)</td>
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| **Job Description** | The Community Coalition Program (CCP) seeks to reduce and prevent youth substance abuse by mobilizing the community to implement evidence-based environmental strategies and influence social norms related to substance use. CCPs address four prevention priorities: underage alcohol use, tobacco and nicotine products, marijuana and other cannabinoids, and prescription drug misuse.

Following the Strategic Prevention Framework, the Coastal Coalitions Director provides strategic direction and quality management to 4 state-funded grants in the Texas Gulf Coast: Brazoria County Coalition, Galveston County Coalition, Matagorda County Coalition, and the Brazoria County Tobacco Task Force.

**The Coalition Program Director is responsible for ensuring that contractual requirements are fulfilled and providing oversight and coordination of prevention staff and services.** S/he provides overall grant management and oversight of BACODA’s coastal county coalitions and tobacco task force. S/he secures funding to expand and sustain coalition programs. The Coalition Director is responsible for the development and implementation of the coalitions’ logic models and work plans. This is a full-time salary position with benefits. The role is home office based with local travel required. Candidates must live within reasonable driving distance of the coastal counties served and BACODA’s offices in Pearland, TX.

**Duties and Responsibilities:**
- Assume a strong leadership role in development of Coalition goals and programs
- Responsible for development and monitoring of strategic planning
- Report coalition activity in monthly reports and in presentations
- Manage and nurture coalition coordinators and members to ensure grant program fidelity and quality
- Assume primary responsibility for directing initiatives to sustain the coalition
- Seek additional funding sources for the expansion of Coalition programs
- Energize and enlarge Coalition partnership relationships
- Represent the Coalition at issue-related venues at local, regional, state, and federal levels
- Compose the annual reports and grant continuation applications to sustain the activities of the Coalition
- Ensure timely and accurate reporting to grantors and Board of Directors
- Uphold BACODA agency norms and provide input on agency decisions as a member of leadership team

Supervise 6 staff members: 3 Community Coalition Coordinators, 3 Tobacco Task Force staff, and volunteers/interns as needed. Develop a strong working
collaboration with the Harris County Coalition Director to uphold departmental policies and procedures.

**Qualifications**

Bachelor’s degree required, and master’s degree preferred. Candidate must be a Certified Prevention Specialist or be able to obtain certification within 6 months of hire. The Coalition Director should have strong oral and written communication skills, strong interpersonal and leadership skills, be well organized and able to multi-task. The position requires budget and/or grant management experience, excellent public speaking skills, computer skills including Excel, Word, PowerPoint, organizational skills and follow through. Follow-through on details necessary to support coalition members and complete projects are essential. Must have reliable transportation, a valid driver’s license and car insurance coverage showing a minimum liability limits of $300,000. Must be able to pass a Criminal Background Check and a pre-hire drug test.

**Salary/Hours**

Full Time

**Employer/Agency**

BACODA

**City, State, Zip**

Houston, TX

**Contact Person**

Sue Roberts

**Telephone Number**

800-510-3111

**Email Address**

sue.roberts@bacoda.org

**Application Method**

To apply or have questions: Contact Sue Roberts at 800-510-3111 or sue.roberts@bacoda.org

**Opening Date**

Immediate

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