



**EXECUTIVE DIRECTOR
FIGHTING BACK PARTNERSHIP**

Job Description

The Organization:

Fighting Back Partnership (FBP) is an eighteen year-old, nationally recognized substance abuse prevention coalition, which serves as the catalyst and facilitator for the creation of a healthier and safer community. Since 1990, FBP has built diverse partnerships, involving residents, businesses and government working together to improve neighborhoods, strengthen families and support youth development. FBP and its community partners have been able to effectively mobilize the resources to serve as a vehicle for community building and community problem solving.

The Program:

FBP has multiple funding streams and is funded by over 20 grants from both public and private sources. In addition the organization has a proactive corporate and private fundraising campaign.

The four program areas FBP operates are:

- Family Resource Centers
- Youth Programs
- Neighborhood Revitalization
- Parolee Re-entry

Since 1990 FBP has worked in collaboration with local organizations and residents to strategically implement a variety of public awareness, prevention, media advocacy and policy initiatives

Qualifications:

The successful candidate for Executive Director must have:

505 SANTA CLARA STREET
THIRD FLOOR, VALLEJO, CA 94590
(707) 648-5230 FAX (707) 648-5212

- A minimum of five years experience in non-profit management of mid-size or large organizations
- Familiarity with city, county, State and Federal governments
- Strong background in working collaboratively on systems improvement initiatives
- Demonstrated commitment to outcome-based programming
- Familiarity with evidence-based substance abuse and alcohol, tobacco and other drug prevention models
- Strong background in non profit fiscal management, including budgeting, grant writing, grants management , and accrual accounting
- Strong fundraising skills with experience in maximizing funding opportunities
- Experience supervising and managing administrative and program staff
- Demonstrated ability to work with Board of Directors and partner organizations including but not limited to non-profits, government agencies and private foundation
- Strong reasoning and problem solving skills coupled with sound judgment
- Minimum B.A. degree
- Experience working in diverse communities
- Strong written and oral communication skills
- Strong computer skills

Duties and Responsibilities:

- Overall Agency Administration;
- Interfacing with City of Vallejo staff and elected officials in Solano County as well as State and Federal Agencies, School District. Foster the establishment of sound working relationships and cooperative agreements with outside organizations;
- Staffing the Board of Directors;
- Oversight of daily operations of the agency and maintenance of all corporate records;
- Financial Management including oversight of all financial operations, maintenance of sound financial systems, interface with City Finance Department, Federal and State agencies and School Districts, staff Board Budget & Personnel Committee, and oversee preparation of financial reports. Preparation of annual budget
- Grants and Contract Management including grant writing and review subcontract management and execution. Responsible for subcontract management and oversight of subcontracting procedures

- Resource Development including ensuring overall financial health of the agency and developing a sustainability plan to ensure long-term viability
- Personnel Management including administration of personnel policies and day-to-day supervision of program managers and administrative staff. Responsible for the recruitment, employment, evaluation of personnel in accordance with established personnel policies and procedures
- Primary responsibility for ensuring reporting the results of the program implementation to the community.

Requirements:

This position offers an annual salary of \$70,000; in addition it offers a competitive benefit package including holiday, vacation, and sick pay.

Fighting Back Partnership is an equal opportunity employer.