



Executive Director – Deliverables/Job Description

1. The title for this contract position is Executive Director for Influence the Choice (ITC). For the purposes of the federal grant ONLY, the title for this contract position is Project Coordinator.
2. The Executive Director shall have the following duties:

Overall

Work directly with the Executive Board, staff, sector representatives and volunteers to reduce and prevent youth substance abuse in the Issaquah School District service area. Prevention of youth substance abuse may include collateral activities such as parent education and raising awareness about youth mental health. The Executive Director serves as the face and spokesperson for ITC, and works proactively with ITC's community partners in support of ITC's mission.

Immediate Work Plan:

- Assist ITC's board and staff in successfully implementing the 2021-2022 ITC Plan of Action, including a COVID19 response plan and back-to-school youth action plan;
- Lead efforts to recruit a complete roster of Sector Representatives and officers for the 2021-2023 fiscal years, and involve Sector Representatives in ITC planning and activities;
- Supervise ITC contractors and consultants, hold regular staff meetings, and build succession plans for each position;
- Ensure ITC's compliance with all federal grant mission and reporting requirements, as well as ensuring ITC's compliance with non-profit regulations and reporting;
- Plan and facilitate monthly ITC meetings including securing meeting venues, preparing agendas, preparing meeting materials, sending reminders and so forth;
- Work with ITC's fiscal agent, the City of Issaquah, in a mutually productive manner.

Long-Range Planning and Work Plan:

- Help direct board efforts to create a strategic plan for the 9th and 10th year of the federal grant. Such a plan will include a development and financial sustainability component;
- Help Influence the Choice infuse all activities with a diversity, inclusion and equity lens, including active outreach to the Issaquah area's increasingly diverse populations;
- Seek and apply for additional funding opportunities through grants and contracts, and manage said grants and contracts with the authorization of the Executive Board and 12 sector representatives;
- Build a framework for future fundraising efforts, as defined by the Board of Directors (i.e., Sector Representatives and officers);
- Secure outside evaluation of ITC's effectiveness in achieving its mission.

Compensation

Dependent upon experience, within a range of \$30 to \$36 an hour, 8 to 12 hours per week, between \$15,000 to \$18,000 annually. Hours per week will vary, but ITC estimates an *average* of ten hours per week. Occasional evening and weekend work required. No benefits are provided. Vacation times or other absences can be arranged flexibly with the Executive Board.

More information: www.influencethechoice.org