The National Alliance for Drug Endangered Children – Executive Director Position Announcement

Job Title: Executive Director
Organization: National Alliance for Drug Endangered Children (National DEC)
Reports to: Board of Director
Status: Salaried; Part-time growing to Full-time

https://www.nationaldec.org

Position Summary:
National DEC is seeking an experienced individual who is familiar with the challenges and requirements to grow and strengthen an emerging, national non-profit organization while ensuring it delivers on its mission to rescue, defend, shelter and support drug endangered children across the nation. The Executive Director will be responsible for developing and furthering National DEC strategies, creating and managing annual budgets, overseeing fundraising, supervising staff, assisting in grant deliverables, and ensuring the organization makes a substantial and positive difference in the lives of drug endangered children.

Specific responsibilities include

1. Provide overall leadership of National DEC, ensuring the organization meets its annual strategic and fiscal goals;
2. Lead the organization's annual strategic planning process;
3. Build strong partnerships with other non-profit, government and private sector agencies to advance National DEC awareness and support for our mission;
4. Lead the organization's fundraising efforts, with both government and private foundations, while cultivating long-term relationships with a broad range of donors;
5. Oversee organizational development, including hiring, training, managing and evaluating staff;
6. Oversee National DEC's financial planning and reporting, ensuring strong fiscal accountability exists throughout the organization;
7. Develop and maintain a comprehensive understanding of current trends and best practices across all stakeholder groups that address drug endangered children;
8. Serve as liaison between the organization and the Board of Directors, providing regular updates to the Board, and soliciting their input as needed;
9. Perform other responsibilities assigned by the Board.