



Director, Roanoke Valley Collective Response

General Definition

Under the guidance of the Roanoke Valley Collective Response (RVCR) Advisory Board and the Roanoke Valley-Alleghany Regional Commission (RVARC) Executive Director, the Director will have overall strategic and operational responsibility for the Collective's startup, expansion, stabilization as well as the execution of its vision and mission.

Initially the Director will build upon the Blueprint and the influence the Collective has developed to develop, build, support, and sustain region-wide Recovery Ecosystem(s).

The primary role of the Director will be to provide daily/operational management of the Collective Response; ensure sustainability for the maintenance and growth of the Collective Response; create a strategy for mission achievement in agreement and aligned with RVARC and the Advisory Board; and promote the Vision of the Collective Response.

Typical Work Tasks

- Responsible for planning, organization, and operations of RVCR programs.
- Acts as the main contact for RVCR activities, and performs all RVCR operational activities including planning, programming, and communications.
- Works alongside RVCR administrator on operational reporting and metrics as well as a strategic plan.
- Oversees all RVCR activities including RVCR Stakeholder meetings, projects, administrative meetings, and others and reports them to RVARC and RVCR leadership, including the RVARC Board.
- Maintains and generates, in conjunction with administrative staff, all budgeting and finance under the approval and oversight of RVARC and the Advisory Board.
- Supervise staff, volunteers, and interns to provide mentoring, guidance, and career development opportunities.

- Develop, maintain, and support a strong Advisory Board: serve as ex-officio member of any committees; seek and build board involvement with strategic direction for ongoing local operations.
- Ensure continuous quality improvement of programs and services. Evaluate program quality and effectiveness, identify need areas, develop and monitor improvement strategies on an on-going basis.
- Serve as regional expert on substance-use policy and recovery promotion.
- Represent the RVARC well and actively seek opportunity to grow RVARC capacity, programs, and services.
- Oversees planning monthly stakeholder meetings, facilitates monthly meetings and monthly Advisory board meetings and general RVCR communications.
- Prepare and update RVCR documents including: The Blueprint for Action, informational one-pagers, best-practices, partner data, and promotional materials.
- Maintain communication with stakeholder groups to ensure collaborative efforts are occurring; this includes assisting the current working groups as they evolve into actionable initiatives.
- Perform community outreach, speaking engagements, educational trainings, and information sessions with any and all stakeholders to increase understanding around addiction and recovery, decreasing stigma and increasing the overall community wellness of the Roanoke Valley.
- Represent the Collective at meetings, symposiums, conferences and partnership opportunities with federal, state and local officials and legislators to advocate for best-practices building recovery ecosystems.
- Perform quarterly needs-assessments with RVCR stakeholders to ensure all priorities are recognized.
- Establish and continuously refine all aspects of communications—from web presence to relationships with funders to partnerships with local employers and social service providers.
- Other duties as assigned to support RVARC projects and programs

Knowledge, Skills, and Abilities

- Excellent communications skills, both verbal and writing, including the ability to execute and understand complex written and oral direction.
- Excellent networking and professional relational skills to establish and maintain professional relationships with colleagues, government officials, organizational representatives, and the public.
- Cultural and socio-political awareness and sensitivity to work collaboratively with diverse populations.
- Deep knowledge of issues related to substance use/misuse/addiction (and the social impacts of addiction), recovery/recovery ecosystems development, community development, nonprofit management/social enterprise, and

organizational development. Ability to comprehend and simplify complex concepts.

- Proficiency in a variety of business and professional technologies including but not limited to Microsoft Office Suite, Google Workspace, and a working knowledge of social media/digital publishing platforms.

Education and Experience

- Bachelor's degree and 7 years of professional experience, or a master's degree and 5 years of experience in nonprofit management and/or social enterprise development and/or recovery community organization management and development.
- A minimum of four years of experience in substance use/misuse, addiction recovery services, and/or prevention services is preferred.
- Understanding of public policy, public health, social work, and/or social impact or other closely related fields is preferred.

Physical Requirements

Ability to lift up to 50 pounds occasionally. Vocal communication is required. Visual acuity is required for depth perception, peripheral vision, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

