



Job Description

GENERAL DESCRIPTION/ BASIC FUNCTION: Trilogy Recovery Community offers life-changing support and hope to youth, adults, and families in the Walla Walla Valley on their paths of recovery from addiction or substance misuse. We accomplish this mission by partnering with youth, adults and families, to address the challenges related to substance use disorders. We also seek to increase communication and collaboration between county agencies and service providers, and educating the public about the power of addiction and the promise of recovery.

POSITION TITLE: Executive Director

REPORTS TO: Board of Directors

EMPLOYMENT STATUS: Full-time, exempt

HOURS/WAGES/BENEFITS: 40 hrs./wk; DOQ annual salary; Payroll benefits

SUPERVISES: Trilogy Staff, AmeriCorps Volunteers and Interns

Duties and Responsibilities

1. Administrative

- Ensure federal, state, and county compliance; fiscal management (including accounts receivable, accounts payable, banking, , and cash flow); program/organizational budget management; and personnel management. Prepare for state and county audits.
- Ensure program compliance to contracts; ensure employee handbook and program policy and procedures are updated/reviewed every two years; ensure development and implementation of evaluation tools for all programming; and review and evaluate the results of program activities.
- Ensure office and program supplies are maintained.
- Duties regarding the Board of Directors: The Executive Director will
 - Provide the President of the Board with information, advice, and counsel regarding the operation of the organization.
 - Facilitate Board Committees, assist the Board of Directors in the creation of policies, programs, and strategic direction of the organization, facilitate annual internal assessment of needs with the Board, and participate in Internal, External, and Governance committee meetings. Direct Board meetings, send out agenda along with supporting documents (i.e. agenda, financial statements, program reports), and follow up with task items identified at the board meeting.
 - Work with the Board and Executive to update and implement strategic, business, and development plans.
 - Develop a budget each year to be approved by the Board or Directors.
 - Advocate for recovery support services through relationships with partners at the state and national levels.



2. Development & Fundraising

The Executive Director will

- Ensure sufficient funding for the continued health of the organization.
- Oversee grant applications.
- Oversee fundraising efforts within the community.
- Represent the organization at community events.

3. Marketing and Outreach

The Executive Director will

- Conduct community outreach via presentations and other modes to promote and inform the community of Trilogy services and events to raise awareness and build support within the community.
- Ensure the organization website and social media portals are maintained. Ensure marketing material is developed and updated.
- Ensure a communications plan is developed and updated.
- Establish and maintain collaborative working relationships with community stakeholders.

4. Programs and Services

The Executive Director will work with the Associate Director to

- Oversee program Implementation and Infrastructure: oversee current Trilogy programs and services.
- Develop and implement new programming to meet the needs of the recovery community.
- Build collaboration with other community organizations.
- Update and create programming policy and procedures, as needed.

5. Supervision

The Executive Director will

- Provide supervision of all staff, including hiring; training; planning; assigning and directing work; appraising performance; rewarding and disciplining; addressing complaints; and resolving problems.
- Ensure appropriate volunteer screening, management and training.
- Organize and oversee the recruiting, screening, and training of employees and volunteers (i.e. AmeriCorps & Interns).
- Provide ongoing support, direction, and supervision for employees and volunteers. Provide task supervision for interns working on practicum hours.
- Track, approve, and sign supervision hours.
- Comply with school field supervision requirements.
- Lead the day-to-day operations and decisions making, including hiring/firing staff, disciplining staff, entering into binding agreements, and making major program/ financial/budgetary decisions.

6. Training events

The Executive Director will

- Facilitate Board training seminars and workshops as deemed appropriate or requested by the Board of Directors.
- Facilitate training seminars for staff.

Minimum Qualifications

Bachelor's level education degree from an accredited college or university.

Five years' successful experience in a related field; OR equivalent of a combination of demonstrated skills, knowledge, experience and education.

Candidates must demonstrate

- Effective communications skills, be flexible, reliable, creative, and team-oriented.
- Ability to work within a nonprofit framework and handle a variety of duties and responsibilities.
- Refined and well-organized multi-tasking skills.
- Effective oral and written communication skills and abilities.
- Maintain a valid driver's license and vehicle insurance coverage.

Preferred Qualifications

- Experience managing a business or nonprofit or demonstrated ability to successfully manage a department for 5+ years.
- Development and fundraising background and experience, including knowledge and experience with grant writing, implantation planning, and government reporting requirements.
- Knowledge, experience and interest in the field of chemical dependency and co-occurring mental health disorders.
- Knowledge of prevention, intervention, and treatment of chemical dependency and the recovering community.
- Knowledge of and ability to work collaboratively with local community agencies, organizations, and businesses.
- Ability to speak both English and Spanish.
- Proficient use of Microsoft Word, Excel, PowerPoint and desktop publishing programs.
- Experience managing a website or willingness to learn about website updates/administration.
- Experience as a member of the recovery community or ally of an individual in recovery.



Equal Opportunity Employer

Trilogy Recovery Community is committed to a policy of equal employment opportunity and treats all employees and applicants equally without regard to age, ancestry, citizenship, color, creed, disability, familial status, gender identity, genetic information, marital status, national origin, parental status, political ideology, pregnancy, race, religion, sex, sexual orientation, veteran or military status, use of section 8 certificate, use of service animal, and all other groups protected by law.

NOTE: This job description does not constitute a contract for employment. This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All Trilogy employees are expected to perform tasks as assigned by Trilogy's Board of Directors, regardless of job title or routine job duties.