Executive Director Job Description

About BSHRC

Baltimore Student Harm Reduction Coalition (BSHRC), established in January 2011, is a student-founded and led organization. Our mission is to build a local network of health, policy, and social service students, alumni, and professionals committed to harm reduction principles, and to serve as a conduit for community involvement, education, and advocacy in Baltimore and beyond. BSHRC promotes harm reduction as a set of practical strategies for reducing the consequences of behaviors that negatively impact personal and community health. We are a program of 501(c)3 Fusion Partnerships, Inc., and also have student chapters at several local universities.

Job Description

The Executive Director (ED) position provides a unique opportunity for an early-career professional to take on a full-time leadership role in a rapidly growing organization. As the primary spokesperson and contact for BSHRC, this person will shape and manage a range of high-impact advocacy, educational, and service initiatives. For example, in Spring 2014, BSHRC became one of the first naloxone distribution programs in Maryland, and in the nation, to focus on the family members and friends of people who use opioids. The ED will play a crucial role not only in sustaining such activities, but also in continuing our tradition of innovation and leadership in the Baltimore community. They will also work closely with diverse volunteer-members, an advisory board of local and national experts, private foundations, and university and government officials, allowing extensive opportunities for networking.

The ED’s main responsibilities are as follows:

- Lead activities and duties related to grant writing, grant reporting, fundraising, budgeting, fiscal sponsorship, and advisory board maintenance;
- Network with local and regional stakeholders in the health, policy, and social service fields, in order to promote understanding and acceptance of harm reduction practices and policies and bolster group influence and reach;
- Supervise BSHRC-led initiatives outside of campus communities, namely our Overdose Education & Naloxone Distribution (OEND) program:
  - Manage program operations, logistics, and personnel for at least twice/monthly overdose education and response trainings in a variety of community-based and institutional settings;
  - Mobilize or recruit community groups and individuals for project participation and/or collaboration;
  - Contribute to monitoring and evaluation of program and grant objectives;
- Coordinate opportunities for organizational and member development throughout the fiscal year. Includes:
  - Organizing annual Group Retreat with outside facilitation;
  - Serving as preceptor for students and classes who partner with BSHRC on various projects;
- Support volunteer-members’ efforts toward efficient coordination of group activities;
- Manage organization’s web presence, including maintaining and editing content on website, newsletter, and social media platforms;
• Research, update, and post or circulate lists of harm reduction-related opportunities for students and recent graduates, such as short- and long-term service, employment, trainings, lectures, and events; and,
• Lead trainings and presentations on broad harm reduction-related topics for local students, professionals, and residents.

Requirements
– Minimum one year full-time (or two years part-time) paid or volunteer experience facilitating organizational development or capacity-building, preferably with a non-profit or community-based organization;
– Strong interest in harm reduction and issues that impact the health of people who use drugs and/or are involved in the sex trade;
– Experience with grant writing and reporting, event coordination, and volunteer management;
– Bachelor’s Degree;
– Exceptional writing, editing, and oral communications skills;
– Ability to manage multiple responsibilities, to see the big picture while also producing results in the short-term; and,
– Working knowledge of current technology (e.g. Microsoft Office Suite; CRM software) and digital communications (e.g. Facebook; Google Sites).

Preferred Qualifications
– Knowledge of the Baltimore area, and the colleges and universities, government agencies, culture, etc. contained therein;
– At least one semester coursework at the Graduate/Professional level;
– Moderate skill in web or database development and/or graphic design;
– Highly detail-oriented and well-organized; and,
– Proven commitment to social justice causes and principles.

Other:
• Non-traditional schedule, with evenings and some weekends required
• $39.5k salary for 36 hour/week (avg.), plus competitive benefits package
• Moderate travel within Baltimore City; minimal travel throughout Maryland
• Continuation of position beyond Spring 2015 contingent on grant funding

To apply, please e-mail a resume/CV and cover letter to Jennifer Kirschner at BaltimoreStudentHRC@gmail.com.

Application deadline: 11/07/14

Only qualified applicants will be contacted for an interview. Unfortunately, we are not currently able to sponsor those without prior authorization to work in the US. All applicants must be able to perform essential job functions, with or without accommodation.