



Open**Aid**Alliance
radically committed to hope and healing

Executive Director

Are you passionate about Harm Reduction and fighting health inequalities across Montana? Open Aid Alliance is searching for an innovative and passionate Executive Director to lead our team as we continue our mission of providing low-barrier, client-centered care.

Pay & benefits

This full-time position is 35 hours per week and includes the following benefits: paid vacation, health insurance, vision, dental, retirement after six months, paid lunch, hybrid work environment, and a 4-day work week. Salary range is \$70,000-75,000 annually

Vision and Goals of position:

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for Open Aid Alliance (OAA) staff, programs, expansion, and execution of its mission. The main responsibilities of this position fall within the realms of staff leadership and management, programming and financial management.

Minimum Qualifications:

- **Team player attitude.** Must be willing to participate in a team environment. Must be willing to work in a cooperative model to achieve the common goals of the agency and the participants. Must be willing to receive constructive feedback and engage in a learning environment while on the job. Ability to lead strong treatment teams.
- **Self-awareness.** Awareness of personal and professional boundaries is an important part of this work. We practice awareness of privilege and power and recognizing systems that harm people we intend to help heal.
- **Combination of education and successful relevant experience in leadership, social justice, and public health.** We encourage people with a combination of lived personal experience and professional experience to apply.

- **Harm Reduction Commitment.** A commitment to the principle and practice of harm reduction is essential to this position. Willingness to work with individuals who may be actively using substances.
- **Leadership and Supervision Experience.** Past success supporting, leading, coaching, developing, and retaining a diverse and effective staff team.
- **Strong History of Working with a Board of Directors** with the ability to cultivate existing board member relationships and facilitate development.
- **Grant Writing** Direct experience writing and submitting a wide range of grants and proposals, including federal grants.

Core Responsibilities

Leadership & Management:

- Navigate formal systems including Medicaid, state and federal granting agencies, substance use treatment programs and infectious disease prevention.
- Commitment to participant-led movements, activism and progressive programs designed to meet participant needs first and foremost.
- Develop, maintain, and support a strong Board of Directors; seek and build board involvement with strategic direction for both ongoing local operations as well as planning for future growth.
- Supervise and support Program Directors with all aspects of programming to implement strategic plan.

Programming:

- Commitment to social justice and public health. Practice awareness of privilege and power and recognize systems of oppression that harm people in order to implement innovative responses to substance use, houselessness, and low barrier healthcare.
- Ensure compliance with all funders, state certifications, federal audits, file audits etc.

Finance:

- Work with the Director of Finance and Board of Directors to maintain a dynamic portfolio of grants and contracts. Strong writing and technical skills for grants and requests for proposals including private foundations, local and state government, and federal funding opportunities.
- Seek funding for a Development Director to help diversify sources of unrestricted funding.

General Responsibilities of all OAA staff

- Be an advocate for all participants, treat all teammates and participants with dignity, respect and ensure the work environment is free of judgment for all people.
- Maintain high levels of confidentiality, improve confidentiality systems whenever possible.
- View each day as a learning opportunity. We emphasize practice not perfection and many aspects of the agency remain fluid to accommodate innovation and change.
- Respond to requests for data collection and annual reports.
- Answer phones, attend to immediate client needs and occasionally work nights or weekends as special events require.
- Work with our team to continuously improve and reimagine how to make OAA more efficient, effective and impactful. Creativity is encouraged!

Application Materials Required:

- Resume
- Three professional or educational references with name and contact information.
- Cover letter

How to submit application materials:

Please email application materials to amanda@openaidalliance.org. Please no hand delivered applications. Priority deadline for first round of interviews **April 10th, 2023**. Applications will be considered until the position is filled.

Statement:

Open Aid Alliance is radically committed to hope and healing for participants and staff alike.

OAA acknowledges that we occupy stolen land that is aboriginal territories of the Salish, Kootenai and Kalispel people. Diversity is a core value at OAA and we aspire to continually evaluate how we are creating intentional and inclusive spaces for BIPOC, people with lived experience of substance use and HIV, and all marginalized communities.

We encourage people of diverse races, ethnicities, socioeconomic statuses, religions, disabilities, socioeconomic statuses, gender identities and expression, sexual orientations, ages, national origins, disabilities, work, and life experiences to apply. We are committed to providing an inclusive, healthy, and welcoming environment for all members of our community.

Please apply even if you don't meet 100% of the criteria above. Nobody checks every box every time and we'd love to hear about your unique qualifications and interests in this role.

