

PREVENTION FIRST

Director of Resource Centers

POSITION SUMMARY

This position will manage the development, implementation, and evaluation of special initiatives, programs, and services. Responsibilities include acting as a grant administrator to manage and provide oversight of all Resource Centers, youth and mental health initiatives, as well as any new grant or program initiatives.

ESSENTIAL FUNCTIONS

- Manages the development, implementation, and evaluation of the Alcohol Policy Resource Center, Youth Prevention Resource Center, Cannabis Policy Resource Center, Traffic Safety Grant Program, other youth and mental health initiatives, as well as other special programs and services. Facilitates collaboration across Resource Center programs and resources. Supports programs and initiatives of the Resource Centers.
- Provides support to the Illinois Alliance on Reducing Youth Substance Use, a statewide consortium focused on reducing youth alcohol and cannabis use. Provides training and technical assistance to outside organizations as needed.
- Assists in identifying and cultivating professional relationships and collaborative arrangements with community groups, funders, politicians, and other organizations. Cultivate partnerships to strategize, plan, and collaborate efforts with an emphasis on state agency department representatives, municipalities, local officials, law enforcement, and community coalitions that focus on underage substance use prevention and initiatives to support healthy communities throughout Illinois.
- Provide leadership, guidance, and supervision to assigned staff; maintain standards through the effective coordination of activities; develop, coach, and evaluate performance expectations of assigned staff. Encourage and support the growth and advancement of staff members through their personal and professional development goals.
- Work collaboratively with other members of the leadership team and direct reports to create a high-performing culture that advances Prevention First's mission, vision, and values; set strategic plan goals and support their implementation; promote clear communication and collaboration between all departments throughout the organization to ensure succinct progress toward current goals.
- Oversees work of external project consultants; negotiates scope of work and service fees. Monitors work activities of current projects; conducts assessments to ensure project objectives are being met.
- Provides leadership and guidance to special project teams; facilitates the communication and interaction among members; coordinates activities of project committees and/or other groups to plan work; resolves conflicts among team members or external customers; provides recommendations to improve quality or on-time delivery.

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- Actively participates and contributes to the implementation of the Continuous Quality Improvement (CQI) process across Resource Centers. Collaborates with other Directors to enhance the current CQI process by planning and implementing identified changes, system supports, tools, and methodology to drive evidence-based decision-making consistently across all organizational programs.
- Provides content expertise and assistance with instructional design projects, training and technical assistance, communications, and other special initiatives.
- Participates in the budget development process and maintains a high fiscal responsibility; manages program budgets to ensure appropriate funding allocation; approves expenditures; assists in budget negotiations with funders.
- Maintains current, comprehensive knowledge of relevant public health issues, including but not limited to substance use, mental health, violence prevention, and related issues; conducts research on related health equity and social justice frameworks to help inform strategies, services, and informational resources. Monitors trends in the field and provides advice on legislative and programmatic initiatives and trends in prevention, health, and wellness.
- Demonstrates commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Serve as a critical culture carrier internally and externally, modeling inclusive leadership, collaboration, equity, growth, and innovation.
- Represents Prevention First on various committees, meetings, and events; promotes organizational programs and services.

POSITION QUALIFICATIONS

Requires a Bachelor's degree in Community Education, Community Health Services, Training and Instructional Design, Social Work, or a related field with a minimum of five to seven years of related professional experience involving the supervision of assigned staff, management of special projects, budgetary accountability, grant writing, professional prevention field work and interactions with youth groups; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

DESIRED SKILLS AND ABILITIES

- Facilitative Leadership Skills – Ability to promote collaboration and coordination across programs, services, and departments; enable communication of the organizational vision and continued advancement of programs, staff, and community partners, driving the development of strategic goals.
- Comprehensive knowledge of best practices in the development, delivery, and evaluation of training, consultation services, and educational resources, using inclusive, evidence-based processes for developing, implementing, and evaluating public health programs and services.

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- Interpersonal - Ability to get along well with a variety of personalities and individuals; ability to build inclusive partnerships that bring together a diverse array of stakeholders to engage in authentic collaboration.
- Expertise and ability to guide programs and services to use a health equity and social justice framework and an equity lens to inform current and future programs, services, and informational resources.
- Creative - Ability to produce new concepts, ideas, and innovative solutions.
- Excellent Communication Skills – Ability to organize and convey ideas clearly in writing and verbally.
- Critical Thinking – Ability to analyze and evaluate an issue in order to form a judgment.

ABOUT PREVENTION FIRST

Prevention First is a nonprofit and the leading organization for knowledge-building and the dissemination of evidence-based prevention strategies. Our mission is to equip communities with resources and support to build pathways that prevent substance misuse and promote safety and lasting well-being for all through training, education, and partnerships. Since 1980, Prevention First has provided training, technical assistance, and resource materials to thousands of schools, community groups, parents, and youth. We specialize in building the capacity of practitioners to build and sustain effective community coalitions to prevent substance abuse, develop comprehensive strategic prevention plans, and select and implement appropriate evidence-based prevention strategies. We are funded through the Illinois Department of Human Services and offer our services throughout the state.

We offer an exceptional benefits package to our full-time employees (80% and above):

- Paid Time Off Accrual System (eligible day 1)
- Paid holidays
- Medical, dental & vision
- 401(k) plan (eligible after 90 days, vested after 1 year)

This is a full-time, FLSA-exempt position, reporting to the Chief Program Officer. We have locations in both Chicago and Springfield. The salary range is \$82,000 - \$85,000.

Prevention First is committed to creating a diverse environment and is proud to be an equal opportunity employer. We're committed to having an inclusive and transparent environment where every voice is heard and acknowledged. We are dedicated to equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin, and all the other unique characteristics that make us different.

APPLICATION

We strongly encourage people from underrepresented groups to apply. Please email your cover letter and resume to humanresources@prevention.org.