

Prosser Thrive Coalition  
Prosser, WA  
Executive Director  
Contact Name: Rachel Shaw  
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The Prosser Thrive Coalition (Coalition) is seeking a passionate, self-directed, and mission-driven leader to serve as its next Executive Director. Reporting to the Coalition Executive Board, the Executive Director will have overall strategic and operational responsibility for Coalition staff, programs, expansion efforts, and execution of its mission.

The Prosser Thrive Coalition mission is to build and sustain a thriving community through substance use prevention and education and mental health promotion. The Executive Director will plan and implement prevention strategies within the community using an environmental approach and evidence-based programs. The Executive Director will work to ensure the coalition continues to effectively mobilize the community in the reduction of underage substance use and the overall improvement of behavioral health.

**Salary range:** \$30 - \$35/per hour depending on experience

**Hours:** 34 per week

**Vacation:** 2 weeks paid

**Holidays:** 11 paid holidays per year

**Required Qualifications:**

- Bachelor's degree in Community Prevention, Public Health, Social Work, or any related experience.
- Valid Washington State Driver's License and insured vehicle available for use on the job.
- Washington State Certified Prevention Professional (CPP) or obtain within the first 18 months of hire

**Preferred Qualifications:**

- Minimum of 3-5 years of experience in coalition work, non-profit work, community organizing, substance use disorder, behavioral health, human service field, or related field.
- Ability to organize and coordinate with cross-sector community partners and diverse populations.
- Sensitivity to the needs of individuals and groups from a variety of backgrounds and beliefs.
- Possess knowledge and experience in alcohol, marijuana, opioid, tobacco, and other drug prevention.
- Demonstrate leadership, organizational and management abilities with strong written and verbal communication skill.

- Ability to write and monitor grant funding applications and reports.
- Ability to understand and evaluate local data on substance use, crime, school attendance, and other factors relative to the Coalition mission.
- Ability to work evenings and weekends as necessary and travel as required by grant contracts.
- Fiscal management experience.

**Job description:**

Oversee:

- Prosser Thrive Coalition staff to implement all facets of grant implementation.
- Fundraising efforts to sustain prevention work in Prosser.
- Strategic planning, yearly action plans and budgets.
- All efforts relative to grant writing including preparing, presenting, and submitting all grant compliance reports.
- Media and press releases related to Coalition activities, data, and success.

Collaborate:

- With Coalition members and community partners to prepare grant proposals and funding applications.
- With local business, government, and community leaders to form working relationships to resolve youth substance use issues.
- To disseminate information regarding drug and alcohol use, available programs, and the success of implemented strategies in Prosser.
- With each sector regarding assessment, planning, implementation, and evaluation of substance use prevention programs and strategies.

Coordinate:

- Monthly coalition meetings and Executive Board meetings.
- Subcommittee teams and meetings for strategic planning, media, membership, and events.

Additional responsibilities:

- Represents the Coalition at community, regional, state, and national forums.
- Report quarterly to the City of Prosser City Council who serves as the Fiscal Agent for the Coalition.
- Work with the Fiscal Agent to coordinate and submit any necessary documents for grants.
- Other duties as assigned.

To apply, please submit your resume and cover letter to Rachel Shaw at [rshaw@ci.prosser.wa.us](mailto:rshaw@ci.prosser.wa.us) by Thursday June 30<sup>th</sup>, 2022.