



Tony Pribble, Chairperson  
Tina Dionisio, Co-Chair  
Chrissie Salazar, Secretary  
Derek Rogers, Treasurer

## **Executive Director Job Announcement**

### **March 2023**

#### **About the Job**

The Drug Free Punta Gorda (DFPG) Board of Directors is seeking a highly qualified and dynamic professional to fill the full-time position of Executive Director. Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for the DFPG staff, initiatives, expansion, and execution of its mission.

#### **Qualifications**

- Bachelor's degree OR equivalent experience in health education, community communications and grant administration.
- Excellent written, verbal, computer, and communication/public speaking skills.
- Experience with board development.
- Experience and knowledge of the nature of drug, alcohol and substance abuse and the techniques used in establishing effective prevention programs.
- Awareness of the resources available to develop local awareness/abuse prevention programming.

#### **Knowledge, Skills, and Abilities**

- Demonstrated ability to provide technical assistance to planning and managing community-based programs.
- Technical skills and proficiency in computer applications (QuickBooks, Microsoft Suite) and Internet research for educational resources.
- Skill in developing and delivering oral presentations.
- Capable of communicating effectively orally and in writing.
- Skill in coordinating training events and workshops for adults and youth.
- Knowledge of both the programmatic and fiscal components of a 501 (c)3 social services program implementation.
- Ability to analyze budgets and expenditure data, as well as program results data.
- Experience with community organizational principles, coordinating processes and techniques.

#### **Duties and Responsibilities**

- Identify, recruit, and engage community stakeholders/sectors in the development of the Drug Free Communities (DFC) Coalition.
- Responsible for overall management, compliance, and supervision of staff.
- Working to promote collaborations and leadership in the target community by engaging board members, sector representatives, community members, business leaders and agencies in the development of unified goals, objectives and strategies determined in the Action Plan.
- Conduct regular coalition meetings to continue the work of the DFC. Preparation of agendas, minutes, and progress reports. Develops and implements a quarterly coalition newsletter.
- Organize community education, training, and dialogue activities.

Drug Free Punta Gorda, PO Box 510476, Punta Gorda, FL 33951





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- Identify available Grants (federal, state, and local) as they become available; through understanding of materials create valid application and submit in a timely manner, working with coalition partners, as needed.
- Responsible for Coalition's financial accounting, compliance, and reporting over grant and funding resources. Including daily accounting transactions, payment management, account reconciliations, and scheduled report filings.
- Experience and knowledge of accepted accounting principles, bookkeeping, and general accounting knowledge.
- Implement all required state and federal reports.
- Provides oversight of all finances as the PI/PD between the Coalition, CDC, DFC Community Support Program, Grant Solutions and Payment Management System.
- Serves as the primary representative of the Coalition in Punta Gorda, as well as county and state-wide.
- Providing staff direction and support to the work of various Coalition committees, i.e., working with Chairpersons to set and accomplish goals/objectives, manage communication and collection of data, address logistics, resources, minutes and reporting of accomplishments.
- Serve as the Coalition's liaison between the Executive Board, Coalition staff, Sector Representatives, Volunteers, and the general membership working to ensure cooperation between all parties and Action Plan effectiveness.

### **Job Summary**

- The Executive Director is responsible for daily oversight of the coalition program, including fiscal and personnel management, community relations, planning, developing, implementation, and evaluation, of all prevention programs.
- The Executive Director will develop strong community support and collaborative partnerships with community sectors.
- The Executive Director ensures the quality and integration of all components, staff supervision and working within the framework of the budget and the interest of all participating agencies.

### **Compensation**

Salary range \$47,080 - \$54,080; Commensurate with experience.

### **How to Apply**

Email substantive cover letter and resume to [drugfreepuntagorda@gmail.com](mailto:drugfreepuntagorda@gmail.com). Applications are being accepted through April 15, 2023.

### **About the Company**

Drug Free Punta Gorda is a nationally recognized anti-drug coalition originally founded in 2013. As a leader in the social norms' movement, DFPG's work has yielded significant reductions in youth substance abuse in Punta Gorda, Florida. DFPG currently employs two staff, with many dedicated volunteers.

**Mission:** to provide awareness, knowledge, and skills to establish and advance healthy, drug-free choices in our community.

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