Program Director - Drug Addiction Treatment

About the Organization

Name: Open Society Institute-Baltimore
Department: OSI-Baltimore
Industry: Non-Profit/NGO
Description: The Open Society Foundations (OSF) work to build vibrant and tolerant societies whose governments are accountable and open to the participation of all people. We seek to strengthen the rule of law; respect for human rights, minorities, and a diversity of opinions; democratically elected governments; and a civil society that helps keep government power in check. We help to shape public policies that assure greater fairness in political, legal, and economic systems and safeguard fundamental rights. We implement initiatives to advance justice, education, public health, and independent media. We build alliances across borders and continents on issues such as corruption and freedom of information. Working in every part of the world, the Open Society Foundations place a high priority on protecting and improving the lives of people in marginalized communities. The Open Society Institute – Baltimore, a field office of OSI’s U.S. Programs, supports a grantmaking, educational and capacity-building program to expand justice and opportunity for Baltimore residents. With support from a range of investors, its current work focuses on helping Baltimore’s youth succeed, reducing the social and economic costs of incarceration, tackling drug addiction, and building a corps of Community Fellows to bring innovative ideas to Baltimore’s underserved communities (www.osi-baltimore.org).

About the Position

Internal Ref.: Code PD – DAT
Job Type: Full-Time
Related Areas: Community Health
Public Health - General
Openings: 1
Location: Baltimore, MD (United States) | Map It!
Description: Purpose of Position: The Program Director will develop, monitor and evaluate OSI-Baltimore’s program in the area of drug addiction treatment, seeking to ensure access to high quality treatment to all Baltimoreans who need it. In an effort to close the treatment “gap,” the Program Director will place emphasis on increasing recognition of addiction as a chronic disease, on encouraging the use of evidence-based treatment and on integrating addiction treatment into somatic care. The Program Director will also seek to address disparities in access to addiction treatment related to race, ethnicity, immigration status or age as well as income. Through grantmaking, technical assistance, education and advocacy, the Program Director will work with state government agencies, non-profit organizations and others to implement recently enacted federal healthcare reform legislation, including parity legislation, to create a meaningful and comprehensive addiction treatment benefit at the state level and for Baltimore residents; and, expand treatment to meet the needs of low-income people in Baltimore who are not covered by recent reforms. Using Baltimore as a laboratory, the program will seek both to introduce research-based treatment models that are lacking in the current system as well as to craft educational and advocacy initiatives that mobilize support from the general public and policymakers for adequate and accessible care for people with addiction. The program will focus on expanding access for Baltimore City residents but will work at the state level, as necessary, to secure policy changes. Accordingly, the Program Director will represent OSI-Baltimore on local and statewide committees that provide a vehicle for influencing drug addiction treatment and policy. Finally, the Program Director will help to develop fora at OSI-Baltimore that generate debate about critical issues relating to the drug addiction treatment field. In carrying out these responsibilities, the Program Director will strategically link national...
and local resources, injecting new ideas and models into the local system and using the local system to provide examples of high quality treatment, as warranted, on the national level. To identify and develop a comprehensive approach to treatment and to reinforce other grantmaking programs, the Program Director will work closely with OSI colleagues in Baltimore and in New York. The Program Director will report to the OSI-Baltimore director but work closely with the national addiction treatment and harm reduction Program Director, also based in the Baltimore office, and with drug policy reform colleagues based in New York. As requested, the Program Director will assist the national Program Director in national programming, including by attending national meetings and conducting site visits outside of Maryland. Work is carried out independently. Essential Duties and Responsibilities include the following. OSI may add, change, or remove essential and other duties at any time. Organizational Leadership, Vision, and Direction: • Lead the ongoing development of the OSI-Baltimore Drug Addiction Treatment Program by refining its vision, goals, and priorities; • Develop and implement an annual work plan and budget for the Program; • Cultivate and maintain effective relationships with colleague foundations to identify opportunities for collaborative and complementary programming; • Help conceptualize and implement communication and educational activities and publications to convey the goals of the Program and its relationship to open society values; • Participate in events and meetings to solicit and maintain financial support for the Program from a range of investors; Program Related: • Supervise a program associate, oversee consultants and vendors to ensure maximum impact; • Plan, develop, and implement grantmaking strategies, priorities, and guidelines as well as related programming; ? Review and assess letters of inquiry and make funding recommendations and declinations to the OSI-Baltimore Director; ? Invite grant proposals from selected funding applicants; ? Work with applicants to develop and finalize grant proposals; ? Review grant proposals, prepare written grant recommendations and make part of grant packets preparation process, and present recommendations to the OSI-Baltimore Board; ? Perform site visits of prospective grantee organizations; ? Monitor grants through site visits and review of narrative and financial reports; ? Ensure that grantees submit narrative and financial reports as required under the terms of the contract; • Periodically evaluate Program strategies and their success in advancing the Program’s mission; • Coordinate with other OSI-Baltimore programs to maintain an interdisciplinary approach to problem-solving and nuanced programmatic knowledge of issues; • Collaborate with the national Director of Drug Addiction Treatment and Harm Reduction in the Campaign for a New Drug Policy and other colleagues in OSI’s offices in New York and Washington, facilitating their work in Maryland and exchanging information and ideas; • Stay abreast of developments in the field through reading and attending conferences and meetings with grantees and other field professionals; • Write program materials, position papers and op-eds and offer suggestions that provide direction on policy issues affecting the field to OSI colleagues, other funders, policymakers and targeted audiences; • Encourage strategic alliances among grantees to encourage collaboration among organizations and fields with related goals, constituencies and interests; • Develop, plan and organize program-related events, including educational fora. Leadership Council and Board site visits and presentations, and field convenings; • Perform occasional special assignments, including special projects for the Director of OSI-Baltimore and participation in U.S. Programs and foundation task forces and working groups; Other: • Travel is required; • Perform other duties as assigned.

**Compensation:** Commensurate with experience. Excellent benefits package.

**Qualifications:** Education/Experience: Advanced degree (M.A./M.S./M.P.H./M.D., Ph.D.) and five to seven years of relevant experience and/or training; or equivalent combination of education and experience. • Five years of clinical, research or administrative experience in addiction treatment or public health; • Extensive knowledge of research, policy (including funding), and practice relating to addiction treatment or public health; • Experience in grantmaking or program development preferred; • Prior management of program sponsored by not-for-profit or public agency. • Familiarity with the drug addiction treatment system in Baltimore and in Maryland and related policies and needs preferred; Skills Required: • **Demonstrated management skills** in not-for-profit organizations, foundations and/or government agencies, particularly in complex organizations; • Excellent computer skills, proficient in Microsoft Office; • Leadership expertise in identifying best practices and improvement of internal systems; • Flexibility and willingness to work simultaneously on a wide range of tasks and projects; • Experience in managing multiple priorities under pressure and accomplish short- and long- term deadlines with a heavy workload; • Demonstrated experience in

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budget, technical and financial management functions; • Outstanding written and
verbal communication skills; • Proven ability to build and maintain relationships with a
wide array of people with diverse backgrounds throughout a complex organization; •
Proven leadership qualities with delivering superior results; • Professionally competent
to make administrative, procedural decisions and judgments on sensitive and
confidential issues; • Ability to interact effectively with staff on all levels; • Ability to
identify and resolve sensitive matters and situations; • Professional, diplomatic
demeanor with the ability to represent a global organization and interact with
colleagues from diverse backgrounds; • Strong interpersonal skills and demonstrated
dexterity in handling all personnel related issues and information in a confidential
manner. Program Specific Requirements: • Capacity to work simultaneously at the
local and state level; • Interest in and knowledge of advocacy initiatives and non-profit
organizational development; • Demonstrated concern for meeting the needs of low-
income people suffering from addiction. Work Environment and Physical Demands:
Essential functions are typically performed in an office setting with a low level of noise.
Reasonable accommodations may be made to enable individuals with disabilities to
perform the essential functions.

Start Date: ASAP
Other: The Open Society Foundations is an Equal Opportunity Employer.

Applications accepted until Friday, September 13, 2013

For more information, contact:

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