



Turning Point Center

OF CHITTENDEN COUNTY

A Safe and Supportive Environment for those in Recovery...

The Turning Point Center of Chittenden County Assistant Director Job Description

The Assistant Director main role is to assist and support the Executive Director in running the Center. This may include, but is not limited to, day-to-day activities and meetings, fundraising, management of donations, management and oversight of special events, building maintenance coordination, management of tenant relations, expense and payroll management, as well as supervision of program staff. The position is part-time to start with the expectation to move to full-time.

Main responsibilities

- Supporting the Executive Director on all functions related to the Center, as needed
- On-sight presence at the Center assistance in managing the main community room and guest relations
- Assist in fundraising efforts, which may include grant writing, company sponsorships, in-kind donations, as well as grant report writing and organization of fundraising efforts
- Track donations, send donor notification/thank-you correspondence and process donations
- Management and oversight of special events including the Annual Circle of Stars Dinner, Comedy Night, and other special events. Work with committees comprised of staff and volunteers. Provide general event planning oversight to ensure success.
- Oversight and coordination of 179 S. Winooski Ave. building including tenant relations, which may include coordinating sub-contractors, including building maintenance contractor; continuous upkeep and repairs; main contact for tenants about building issues; annual renewals and inspections scheduled as needed; documentation of all building related issues
- Supervise New Moms in Recovery Support Program Coordinator in accordance with grant funding. Assist and support Program Coordinator in tracking grant deliverables; delivering each grant requirement on time; programmatic services; financial invoices and reports submission to grantor; and provide oversight on all grant components, including quarterly invoicing.
- Coordination of online and print marketing materials including website, email newsletter, brochures/fliers, Facebook, Twitter, etc.
- Duties as assigned

Requirements

- Working knowledge of Microsoft Office
- Knowledge and understanding of recovery community needs
- Fundraising experience including grant writing, sponsorship events and donor relations
- Grant management and reporting
- Staff supervision
- Work independently and proactively make decisions
- Marketing experience including online campaigns and print materials
- Coordinate and manage multiple projects simultaneously
- Preference given to a candidate with lived experience of addiction