



The Safe Foundation
Chief Operating Officer
Brooklyn, New York

Background

The SAFE Foundation (SAFE) is a New York State Licensed Office of Alcohol and Substance Abuse Services (OASAS) outpatient treatment program which works to provide a reliable haven for those experiencing difficulties with drug addiction, alcoholism, and compulsive gambling. The mission of SAFE is to provide clients and their families with counseling and support in dealing with addiction, and to educate all members of the community on the dangers of addiction and its prevention. Since SAFE's inception in 2003, the program has successfully graduated thousands who have gone on to lead healthy, productive lives.

In addition to the clinical treatment program, the SAFE Foundation also runs Project SAFE, a school-based, prevention skills program that uses a 30-week curriculum to promote healthy living and self-esteem in students. Project SAFE aims to provide each student with the opportunity to grow and to develop the personal, social, and resistance skills they need to successfully navigate through life. Currently, Project SAFE reaches over 6,000 students each year in North and South America.

Additional information on the SAFE Foundation can be found on the web at www.thesafefoundation.org

Position

To move the foundation to its next level of success, SAFE's CEO, along with the Board of Directors, is seeking a Chief Operating Officer (COO) who will lead all aspects of SAFE's operations, responsible for ensuring the day-to-day management and program effectiveness of the foundation.

Working with the CEO, the COO will develop and execute a plan that will focus on improving administrative operations and financial management, ensuring quality program delivery, and maximizing community engagement and outreach.

The COO will recruit, motivate, and empower an administrative, educational and treatment team, manage office operations and oversee a \$1.5M budget that fulfills the mission and administrative needs of the organization. Reporting to the CEO, the COO will also work in close partnership and be accountable to the Board of Directors.

Partnering with the CEO and Board, the COO is also responsible for building on the vision and helping to shape the strategic direction of SAFE. The COO must be able to engage the Board,

senior leadership and other partners in envisioning new directions and programs which fulfill the mission of the foundation.

Responsibilities

The COO will have the following responsibilities:

Leadership, Management, and Operations

- Serve as the administrative leader for the organization and assume primary responsibility for all organizational operations.
- Ensure that the organization is appropriately staffed at all levels for SAFE to achieve its mission; manage all HR and benefit functions including hiring, onboarding, training, and professional development.
- Develop a management culture that emphasizes teamwork and collegiality, and work with staff in a style that maximizes productivity, effectiveness, efficiency, and quality of programs.
- Create and implement a plan with the Board and senior staff to set direction and maintain focus on the mission and goals of the foundation; ensure appropriate review and evaluation.
- Develop and monitor budgets to support operations, programs, and services; work closely with finance staff to ensure efficient financial operations; oversee the management and operation of the organization including building maintenance, IT, and other systems.

Program Development and Delivery

- In collaboration with the clinical director, ensure that all substance abuse and addiction education, diagnosis, treatment, management, and prevention programs are in alignment with SAFE's mission.
- Maintain compliance with applicable federal, state, and local regulations including all legal and ethical requirements for privacy, confidentiality, and patient protection.
- Support clinical staff in developing methodologies for assessing short and long-term effectiveness of the programs.
- In conjunction with the clinical director, oversee staff and clinical program operations in a manner that ensures the highest standards and meets all national and state licensing and accreditation standards.

External Relations and Marketing

- Serve as a spokesperson for SAFE to enhance the visibility of the organization and to position it as a leading resource for people dealing with addiction and substance abuse and their families.

- Oversee SAFE's marketing and communications efforts--publications, advertising, website, media, and special events, including efforts to expand referral sources and networks (e.g., independent schools, clinicians, and other referral groups).
- Cultivate and maintains relationships with foundations, agency partners and affiliated professional organizations, schools, and stakeholders.

Board Relations

- Act as liaison between the Board of Directors and SAFE staff.
- Collaborate with Board leadership to establish priorities and develop a plan in line with the mission and philosophy of the foundation.
- Provide the Board with regular reports of SAFE's progress and activities, including financial, program, and operational reports as necessary for the Board to conduct effective oversight, set policies and strategic priorities of the foundation.
- Engage the Board appropriately in fiscal, program, and policy oversight, as well as with planning and external relations. Advise and implement policies.
- Staff committees and meetings.
- Develop agendas and adherence to governance structure in consultation with leadership.
- Advise the Board on significant trends, programs, changes in conditions and market directions.

Qualifications

An experienced leader who is energetic, optimistic, and dedicated to the mission of the SAFE Foundation:

- At least seven (7) years of demonstrated, progressively successful non-profit or similar management leadership; health and human service and/or addiction recovery organization experience a plus.
- Strong business management skills, especially overseeing finance, budgeting, human resources, and facilities administration.
- The ability to comfortably serve as a strong and effective public advocate and spokesperson for SAFE's programs, mission and vision with potential clients, their families, the substance abuse community and the media.
- Demonstrated experience in working with a nonprofit board.
- An action-oriented and goal-focused individual.
- Experience in recruiting, inspiring and leading a professional staff.
- Demonstrated ability to grow an organization via programs, staff development and public profile.

- Marketing and public relations successes in positioning and branding an organization as an industry leader.
- A dynamic, collaborative, and mentoring leader who inspires trust and respect.
- An understanding of, and empathy for, the disease of addiction.
- Comfortable in a small organization with hands-on responsibilities.
- Capacity to prioritize responsibilities, work autonomously and multi-task.
- A diplomatic problem solver able to build consensus and cooperation among all stakeholders and perspectives in the clinical and programmatic sector.
- Ability to maintain and model high personal, ethical, and professional standards.
- Excellent communication skills, both written and verbal.
- Demonstrated discretion, transparency and integrity are key personal traits.
- Experience in program development, implementation, and evaluation a plus.
- Bachelor's degree required.

Salary

The Safe Foundation offers a competitive salary range of \$120,000-\$130,000 for this position and a comprehensive benefits package.

This position description is based upon material provided by The Safe Foundation, an equal opportunity employer.

To apply for this position, please click [HERE](#).

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