

Position Available
Program Director
Drug Addiction Treatment – OSI-Baltimore
Baltimore, Maryland Office
January 2012

The Open Society Foundations work to build vibrant and tolerant democracies whose governments are accountable to their citizens. To achieve this mission, the Foundations seek to shape public policies that assure greater fairness in political, legal, and economic systems and safeguard fundamental rights. On a local level, the Open Society Foundations implement a range of initiatives to advance justice, education, public health, and independent media. At the same time, the Foundations build alliances across borders and continents on issues such as corruption and freedom of information. The Foundations place a high priority on protecting and improving the lives of people in marginalized communities.

Investor and philanthropist George Soros established the Open Society Foundations, starting in 1984, to help countries make the transition from communism. OSF's grant-making and operational activities have grown to encompass the United States and more than 70 countries in Europe, Asia, Africa, and Latin America. Each foundation relies on the expertise of boards composed of eminent citizens who determine individual agendas based on local priorities. In the United States, the Foundations rely on the Board of the U.S. Programs to set the U.S. strategy of the Foundations and to monitor the quality and effectiveness of the programs.

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).

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.

Program:

- 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 as part of grant dockets 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 inter-disciplinary 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;

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;

Other:

- Travel is required;
- Perform other duties as assigned.

Education/Experience: Advanced degree (M.A./M.S/M.P.H./M.D., Ph.D.) and seven to ten years of relevant experience and/or training; or equivalent combination of education and experience.

- Familiarity with the drug addiction treatment system in Baltimore and in Maryland and related policies and needs preferred;
- Familiarity with not-for-profit sector;
- 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.

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 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;

- Effectively interact with staff on all levels;
- 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 expertise in handling all personnel related issues and information in a confidential manner.

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.

Program Specific Requirements:

- Capacity to work simultaneously at the local and national 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.

Start Date: ASAP

Compensation: Commensurate with experience. Excellent benefits package.

To Apply:

Please email resume and cover letter with salary requirements before **February 17, 2012**, to: humanresources@sorosny.org Include job code in subject line: **PD – DAT**

OR

Open Society Foundations
Human Resources – Code **PD – DAT**
400 West 59th Street
New York, New York 10019

FAX: 646.557.2672

No phone calls, please. The Open Society Foundations is an Equal Opportunity Employer.