



## **PROGRAM MANAGER, SAFE VETERANS**

### **Overview**

Stop the Addiction Fatality Epidemic (SAFE) Project is a national 501(c)3 nonprofit working through a collaborative, multi-pronged and non-partisan approach to end the nation's catastrophic opioid epidemic. Founded in November 2017, SAFE is designed to attack the addiction fatality crisis with a robust and comprehensive approach around six distinct lines of operations. SAFE Project believes that the addiction crisis cannot be resolved without an orchestrated effort to engage in Family Outreach and Support, Public Awareness, Full Spectrum Prevention, Treatment and Recovery, Prescription Drugs and Medical Response, Law Enforcement and Criminal Justice. With the strong leadership of our Founders and a highly experienced and driven Board of Directors, SAFE Project implements each of these lines of operation through four distinct initiatives – SAFE Communities: SAFE Campuses, SAFE Veterans, and SAFE Workplaces.

SAFE Project seeks an experienced Program Manager, SAFE Veterans. The Program Manager, SAFE Veterans will assume overall responsibility for managing programs designed to serve service members, veterans, caregivers and their families. Although military and veteran communities face the same issues as their civilian counterparts, critical factors specific to military life such as repeated deployment, returning home, frequent transitions and moves, transitioning back to civilian life, and for some visible and invisible wounds, require a different approach to assisting them. The Program Manager, SAFE Veterans will report directly to the Chief Operating Officer and Executive Director and to expertly design, tailor, formulate, and execute programs in support of this community where they are, to ease their behavioral health issues and help them achieve wholeness.

The ideal candidate is a problem solver, quick learner, and a team player with strong verbal and written communication skills to meet SAFE Veterans Program management goals. This is a perfect position for an individual with prior military experience, as well as experience in the behavioral health arena. In lieu of military experience, the candidate must have considerable depth and breadth managing military and veteran issues. The ideal candidate would be someone who has military experiences, is in recovery and is passionate about finding solutions for substance use disorder, behavioral health related challenges and the mission of our active duty, veterans, caregivers, and their families. If you enjoy a dynamic team, diversity, working collaboratively, and are willing to question the norm, we want you on our team.

Over 275 Americans die every day from overdoses and military veterans are two-times more likely to die from an overdose. We are on a mission to stop this, and there is no time to lose.

### **Key Responsibilities**

- Manage day-to-day operations and programs to support military members, veterans, caregivers and their families to address the addiction fatality epidemic in collaboration with the Senior Director of SAFE Veterans.



- Ensure all tasks, milestones, and projects current and future are delivered on-time, monitored for effectiveness and within budget. Assist in obtaining fundraising support for programming as appropriate.
- Coordinate current trainers and engage in soliciting, recruiting, and presenting individual training programs as well as any other programming that may be helpful for the recipients.
- Coordinate all programming specifically around each of the SAFE six lines of operations – Family Outreach and Support, Full Spectrum Prevention, Public Awareness, Law Enforcement and Criminal Justice, Prescription Drugs and Treatment and Recovery.
- Collaborate with stakeholders across portfolios to find the best, most effective and evidenced based practices and ensure all efforts are taken to disseminate these programs nationally.
- Ensure SAFE senior leadership, employees, and stakeholders are knowledgeable about the program and operational initiatives.
- Build and maintain relationships within the Department of Defense, appropriate local, state and federal departments and agencies, as well as other non-profits with an assertive and collaborative approach to addressing addiction within the military and veteran community while ensuring the stability and sustainability of programming.
- Assist in driving team alignment in creation of integrated project/program plans, timelines, and budgets.
- Work closely with the Senior Director of SAFE Veterans to ensure efficient delivery of plans and manages annual program goal setting in alignment with SAFE's overall goals and monitor progress against these goals.
- Champions potential program risks and ensures contingency plans are in place.
- Attend conferences and training as required to build strategic partnerships, collaboration, and maintain proficiency.
- Participate in behavioral health fairs and other base/installation related activities.
- Provide guidance and consultation on military culture to civilian audiences.
- Perform other duties and responsibilities as assigned or directed by the Executive Director. This may include attendance of and participation in required training for the role.

## Requirements

- **Bachelor's degree or 3 years of equivalent experience.**
- Experience with management and oversight of behavioral health programming.
- Prior military experience or work with military members, caregivers, and their families.
- 3+ years of relevant experience in project or program management.
- Excellent interpersonal and communication skills including writing appropriate reports, articles, white papers, and providing presentations to large audiences.
- Knowledge of military culture, military behavioral health programs and issues, other aspects of military life and implementation science is preferred.
- Familiarity with aspects of appropriate military-specific and DoD policies and established military behavioral health services/programs.
- Ability to plan around multiple priorities and meet tight deadlines.
- A team player with a demonstrated ability to work well in a small, highly collaborative diverse environment.



- Ability to identify, critically analyze, and plan for interdependencies, risks, and issues with an awareness of the impacts to program and portfolio.
- Ability to travel domestically with overnight stays.
- Location in the DC/Virginia/Maryland area – remote work negotiable.