



POSITION DESCRIPTION

Job Title:	Senior Director, SAFE Workplaces
Position Type:	Full-Time, Salaried
Location:	Remote
Salary Range:	Commensurate with experience

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 addiction epidemic.

Nearly 110,000 people died from an overdose in 2022 alone—the highest number of overdose deaths ever recorded. With stigma remaining as the #1 barrier for people seeking help, SAFE Project is on a mission to inspire action, create change, and ultimately, save lives.

Over 275 Americans die every day from overdoses and at least one in five Americans is struggling in active addiction – 70% of whom are in the workforce. We are on a mission to address and overcome this, and there is no time to lose.

Position Overview

SAFE Project is seeking an experienced Senior Director for our Workplaces initiative. The Senior Director of SAFE Workplaces will lead a portfolio that provides employers and employees alike, with tools and resources necessary to address substance use disorder and behavioral health challenges in the workplace.

This position will seek out and support stakeholders creating, maintaining and fostering a workplace that promotes employee wellness, supports workers with substance use disorder by creating a safe and healthy work environment, reducing stigma, breaking down barriers for employment, and promoting addiction treatment and recovery support services. The Senior Director will develop and expand programming that empowers businesses and industry leaders with a suite of training, policy development, and technical assistance services — such as survey tools, resources, and supervisor and employee training — to assist in creating a wellness culture that offers supportive environments where safety is ensured and holistic health continues to emerge for employees and their families.. The ideal candidate is a problem solver, quick learner, and a team player with strong communication skills. This is a perfect position for an individual with prior experience in a business or workplace arena, who has experience in behavioral health or substance use.

Key Responsibilities

- Develop and execute scalable programs to support employers, employees and their families

address the addiction fatality epidemic and create a recovery ready workplace.

- Develop and assist businesses in creating and sustaining programs to address prevention and risk reduction (including pain management, first dose prevention and holistic health practices); training and education (including stigma awareness and the importance of naloxone), hiring and employment practices, as well as treatment and recovery support.
- Design and deliver a road map for businesses to support their employees and families to address substance use and the mental health challenges that lead to it.
- Collaborate with stakeholders across the behavioral health portfolios to find the best, most effective and evidenced based (or evidence informed) practices and ensure all efforts are taken to disseminate these programs nationally.
- Build and maintain connections within the U.S. Chamber of Commerce, National for-profit businesses, National nonprofit associations and any other commercial or business entity that could benefit from an assertive and collaborative approach to addressing addiction within the commercial and business world.
- Ensures efficient delivery of plans and directing annual program goal setting in alignment with SAFE overall goals and monitors progress against these goals.
- Seek potential business development opportunities to fund programing, grants and future development.
- Manages portfolio information and metrics and sharing with SAFE senior leadership for knowledge and decision-making purposes.
- Ensure SAFE senior leadership, employees, and stakeholders are knowledgeable about the program strategy and operational initiatives and provide an understanding of each initiative and how it relates directly to the overall program.
- Drive team alignment in creation of integrated project/program plans, timelines, and budgets.
- Proactively identify new processes and develop viable innovative solutions to cross-program, cross functional, departmental, or organizational issues, driving alignment with impacted employers and employees.
- Ensure that all projects current and future are delivered on-time, monitored for effectiveness and within budget. Assist in obtaining fundraising support for programming as appropriate.
- 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.
- 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.

Primary Qualifications

- **Master's degree or 5-8 years equivalent experience.**
- Prior experience in a business or corporate arena is a plus.
- 5+ years of relevant experience in project or program management.
- Experience with management and oversight of behavioral health programming.
- Excellent interpersonal and communication skills including writing appropriate reports, articles, white papers, and providing presentations to large audiences.
- Experience in facilitating and driving decision making in support of strategic objectives of programming.
- Ability to identify, critically analyze, and plan for interdependencies, risks, and issues with an awareness of the impacts to programs and portfolios.



- Championing process improvement initiatives, ensuring they meet the business needs.
- 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 travel domestically with overnight stays.

We are a purpose-driven organization that is responsive to the immediacy of this crisis. As a staff, we are diverse in experience and perspectives, but we share similar values of inclusivity, collaboration, flexibility, and innovation. The ideal candidate is mission-oriented, a self-starter, and critical thinker who is able to influence change and remain adaptable to dynamic circumstances and environments. Some overnight travel may be required and is estimated to occur approximately 2-3 times per year.

SAFE Project recognizes the impact that poverty, racism, trauma, discrimination, and other social inequities has had on the addiction fatality crisis. As an organization, we believe the solutions to these crises will come from working alongside those most impacted. As such, we encourage applications from members of the recovery movement, historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, justice-involved and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

Interested candidates should send their resume and cover letter to careers@safeproject.us.