

## **EXECUTIVE DIRECTOR WANTED FOR PARTNERSHIP WITH THE NICHOLAS COUNTY COMMISSION AND THE NICHOLAS INTERVENTION COALITION (NIC)**

The Nicholas County Commission is seeking a dynamic, experienced Executive Director for a key partnership with the Nicholas Intervention Coalition (NIC), a community-focused organization dedicated to reducing substance abuse and promoting healthy community practices. This role is vital in leading efforts to create lasting change, overseeing all aspects of the organization, including capacity building, program development, fundraising, advocacy, and community outreach. As the Executive Director, you will build and sustain relationships with community leaders and stakeholders, ensure financial management, oversee budgeting and financial reporting, and organize community events, coalition development, and strategic planning. This position will require occasional after-hours and weekend work to meet the demands of the role, including special events and critical meetings. Proven leadership, strong program development, staff supervision, and community engagement skills are essential. You will supervise staff, foster a positive, collaborative work environment, and make a measurable impact on the community.

### **Key Responsibilities:**

- Lead and implement NIC's mission, vision, and strategic plan.
- Oversee administration, programs, and operations of the organization.
- Advocate for a public health approach to policy development with local and state partners.
- Develop fundraising plans, prepare grant applications, and engage with donors and foundations.

### **Qualifications:**

- Master's degree or 5-7 years of equivalent experience.
- Passion for community-based prevention and healthy community initiatives.
- Excellent written and verbal communication.
- Experience with fundraising, grant writing, and data collection.

### **Preferred Skills:**

- ▶ Expertise in administrative leadership, negotiation, and networking.
- ▶ Successful track record of planning and implementing strategic initiatives.
- ▶ Ability to engage diverse stakeholders and motivate teams.
- ▶ Strong facilitation skills and the ability to build consensus.

**Requirements:**

- ▶ Ability to manage multiple priorities and meet deadlines.
- ▶ Comfortable interacting with a wide range of community members and organizations.
- ▶ Commitment to confidentiality and professionalism.
- ▶ Flexible schedule and willingness to represent NIC in the community.

**Hours & Benefits:**

Full-time, 40 hours/week. Salary: \$65,000 to \$75,000 (based on experience) and competitive benefits package.

**To Apply:**

Send your resume and cover letter to [ncc\\_pattyneff@yahoo.com](mailto:ncc_pattyneff@yahoo.com) or mail to:

**Nicholas County Commission  
700 Main St., Suite 1  
Summersville, WV 26651**

The Nicholas County Commission / Nicholas Intervention Coalition is an equal opportunity employer committed to diversity and inclusion. We encourage individuals from diverse backgrounds to apply.

**Deadline: May 16 , 2025**

**Why Join Us?**

This is an exciting opportunity to lead a transformative initiative in Nicholas County. As Executive Director, you will have the opportunity to make a significant impact on the health and well-being of our community while working in a collaborative, mission-driven environment. Join us in creating lasting change!

**Nicholas County Commission:**

**D. Craig Chapman, President  
Garrett E. Cole, Commissioner  
Gary E. Roberts, Jr., Commissioner**