

Maine Recovery Operations Manager

Overview:

The purpose of the Maine Recovery Council is to direct the disbursement of funds within the Maine Recovery Fund for specific actions throughout the state to address the opioid crisis in Maine. Examples of approved uses are reversing overdoses through naloxone or other FDA-approved drugs, expanding the availability of medication assisted treatment of Mainers struggling with opioid use disorder, helping Mainers avoid opioid use through evidence-based prevention programs, and providing additional special educational resources to Maine school administrative districts. The Council is established as independent body, governed by a fifteen-member Board of Directors (“Board”). The Maine Recovery Operations Manager would serve as an administrator for this board in collaboration with the State of Maine Attorney General Office.

Job Overview:

The Maine Recovery Operations Manager position will report directly to the Maine Recovery Counsel and the State of Maine Attorney General Office and will not supervise any employees. The Maine Recovery Operations Manager will support to the Maine Recovery Counsel and have key responsibilities with managing the fiscal aspects of the counsel, creating, and maintaining program data and overseeing scheduling of meetings and events.

Job Classification: This position will be a contract position and reimbursement will depend on experience and knowledge.

Length of Contract: This will be a 1-year contract and will be evaluated after 1 year to determine if necessary to continue.

Responsibilities:

The Maine Recovery Council Operations Manager will work directly with the Maine Recovery Council and the State of Maine Attorney General office to help manage the work of the counsel to include:

(40%) Establishing and managing a 3-year strategic plan for the Maine Recovery Counsel

- Work in Collaboration of the State of Maine Attorney General Office and the Maine Recovery Counsel to develop a 3-year Strategic Plan to help manage and distribute the settlement funds. This includes a time line for work to be complete in distribution of funds.
- Research and organize work sessions with the Maine Recovery Counsel to develop a plan for the distribute the funds in Maine.

(20%) Managing the fiscal components of the Maine Recovery Council

- Will manage and keep a close accounting of the opioid settlement funds
- Assist the Finance Committee of the Maine Recovery Council in developing a yearly budget
- Create and maintain financial records and statement and official reports of the Opioid settlement funds.

(25%) Managing the data needed to support the work of the Maine Recovery Counsel

- Create and maintain relevant databases, dashboards and excel spreadsheets showing various data points relevant to the work of the Maine Recovery Counsel

- Create and establish a method to coordinate with other organizations, cities, towns, and school districts that have also received Opiate Settlement Funding.
- Create a communication plan to share data with other State of Maine Departments such as the Department of Health and Human Services.

(15%) Managing the schedule needed to support the work of the Maine Recovery Council.

- Manage the scheduling of the meetings of the Maine Recovery Council
- Assuring that meetings and materials are posted for public view at least two weeks before every meeting.

Minimum Qualifications:

- Bachelor's level degree
- 3 plus years relative work experience
- Strong, clear, and concise oral and written communication skills
- Strong organizational skills, including the ability to prioritize, multi-task, and manage workload to meet specific timeframes and deadlines.
- Innovative thinking and problem-solving skills and ability to adapt to changing priorities
- Strong work ethic, professionalism, and ability to work well with a team.
- Knowledge and expertise in the focus area of substance use disorder prevention, treatment, and recovery.

Compensation:

- Compensation arrangement is competitive and will be commensurate with the selected applicant

This section will be used when we advertise the bid process.

To comply with the guidelines of the Maine Attorney General Office this contract will need to go out to bid. Below is a sample of the overview for the bidding process:

A unique opportunity exists to work for the Maine Recovery Council ("Council") as its first Executive Director. The purpose of the Council is to direct the disbursement of funds within the Maine Recovery Fund for specific uses throughout the state to address the opioid crisis in Maine. Examples of approved uses are reversing overdoses through naloxone or other FDA-approved drugs, expanding the availability of medication assisted treatment of Mainers struggling with opioid use disorder, helping Mainers avoid opioid use through evidence-based prevention programs, and providing additional special education resources to Maine school administrative districts. The Council is established as an independent body, governed by a fifteen-member Board of Directors ("Board"). The successful candidate, appointed and operating under the authority conferred by the Board, will have the opportunity to supervise and administer the operations of the Council in accordance with the law and for the benefit of the public. Manage the scheduling of other meetings, as assigned.