

# CALIFORNIA ASSOCIATION OF ALCOHOL AND DRUG PROGRAM EXECUTIVES (CAADPE)

**Job Title:** Operations Deputy/Manager

**Employment Status:** Full-Time | Hybrid/Remote

**Reports To:** Executive Director

## Position Summary

The Operations Deputy/Manager is a senior operations and grants leadership role responsible for overseeing CAADPE's portfolio of funded initiatives and ensuring strong coordination, accountability, and compliance across grant implementation. This position provides high-level operational support to the Executive Director by establishing systems, tracking progress, coordinating internal and external contributors, and removing barriers to execution.

This role is **not** the day-to-day executor of CAADPE communications, membership operations, or policy work. Instead, it ensures that work led by the Senior Manager of Membership & Communications Strategy, Policy staff, administrative staff, contractors, and partners stays aligned, resourced, on schedule, and compliant.

## Essential Duties and Responsibilities

### Grant Portfolio Oversight & Funded Initiative Leadership

- Serve as CAADPE's primary grant manager, overseeing multi-year funded initiatives across training, advocacy infrastructure development, and systems change.
- Establish and manage grant implementation infrastructure (workplans, timelines, deliverable tracking, documentation standards, centralized file systems).
- Oversee project staffing and coordination across grant-funded staff, consultants, contractors, partners, and collaborative organizations.
- Convene and coordinate required advisory bodies, workgroups, and stakeholder committees; ensure clear scopes, schedules, and follow-through.
- Ensure grant-required outreach/engagement activities (e.g., listening sessions, convenings) are planned and tracked; delegate execution to project staff/consultants/partners.

### Grant Compliance, Evaluation & Reporting

- Oversee compliance with funder requirements and grant regulations; maintain reporting calendars, checklists, and audit-ready documentation.
- Oversee implementation of evaluation and data collection plans (including participatory/community-engaged methods when required).
- Monitor KPIs, outcomes, and deliverables; ensure progress and impact are documented through success stories, case examples, and lessons learned.
- Prepare or oversee preparation of quarterly/annual funder reports, ensuring accuracy, completeness, and timely submission.

### CAADPE Organizational Operations (Oversight & Coordination)

*This section is intentionally limited to oversight/coordination. This role does not own organizational strategy or day-to-day operational execution.*

- Provide operational coordination support to the Executive Director by translating priorities into workplans, assigning owners, tracking progress, and flagging risks.
- Oversee cross-functional coordination for major convenings, ensuring agendas/logistics/stakeholder engagement are appropriately staffed and executed by internal teams and contractors.
- Support development of new funding opportunities by coordinating proposal inputs, timelines, attachments, and partner contributions.
- Support organizational transitions and implementation of board directives through project tracking, internal coordination, and progress reporting.

### **Policy & Advocacy Support (Oversight & Coordination)**

- Coordinate (do not lead) policy/advocacy workflows in support of Policy staff and the Executive Director—focused on timelines, logistics, and cross-team alignment.
- Support Policy staff-led legislative and regulatory activity by coordinating scheduling, meeting logistics, briefing packet assembly (from provided inputs), and action-item tracking.
- Route and track chapter policy communications to the appropriate Policy staff lead; ensure timely follow-through.
- Coordinate participation logistics for committees/task forces/forums (registrations, calendars, materials distribution, action tracking); Policy staff remain content leads and external representatives.

### **Communications & Stakeholder Engagement (Oversight & Coordination)**

- Serve as an internal operations partner to the Senior Manager of Membership & Communications Strategy via periodic check-ins to support cross-team coordination and remove operational barriers.
- Ensure grant-required communications/outreach deliverables are scoped, resourced, tracked, and documented in collaboration with the communications lead and relevant project staff/consultants.
- Provide high-level review for alignment with organizational priorities, funder requirements, and risk management when needed; does **not** manage day-to-day communications production or membership communications operations.
- Support external meetings/presentations by coordinating briefing materials, run-of-show support, and internal alignment.
- The Senior Manager of Membership & Communications Strategy retains full ownership of communications and membership strategy and day-to-day execution, including direct management of communications and membership staff. This role provides supportive oversight and coordination only.

### **Financial & Administrative Management (Oversight & Coordination)**

- Provide oversight of budget development, monitoring, and reporting for operations and grants by setting timelines, reviewing financial outputs, and coordinating with fiscal staff and project leads (without serving as the day-to-day fiscal processor).
- Supervise the Administrative Services Manager, who is responsible for executing finances/administrative functions (e.g., contracts, invoices, reimbursements, documentation, and tracking), ensuring clear priorities, accountability, and quality control.
- Ensure administrative compliance systems are maintained (calendars, checklists, documentation and standards) through staff leadership; escalate risks, gaps, and capacity issues to the Executive Director and fiscal leads as needed.
- Oversee vendor/subgrantee tracking by direction the Administrative Services Manager to maintain administrative systems for scopes, deliverables, and required documentation, and by receiving status updates for completeness and timeliness.

## Required Qualifications

### Education & Experience

- Bachelor's degree in public health, public administration, social work, nonprofit management, or related field required (Master's strongly preferred).
- 5+ years of progressive experience in nonprofit operations, grant management, or program administration.
- Demonstrated experience managing complex, multi-year grants with significant budgets and multiple stakeholders.
- Demonstrated staff supervision experience (hiring, onboarding, performance management, team development).
- Experience in behavioral health, SUD services, or related health/social services.

### Knowledge, Skills & Competencies

- Strong knowledge of California's behavioral health/SUD landscape and policy environment.
- Strong grasp of grant management fundamentals: budgeting, compliance, reporting, and funder relationships.
- Excellent project management, systems building, and follow-through across multiple concurrent initiatives.
- Strong writing and communication skills (reports, briefs, presentations).
- Strong stakeholder coordination skills; able to build trust and manage collaboration across partners.
- Comfort with ambiguity, deadlines, and high-accountability execution environments.

### Technical Requirements

- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Familiarity with project management tools and virtual collaboration platforms (Zoom/Teams).
- Database and website/CMS experience preferred.

### Preferred Qualifications

- Lived experience with substance use disorder (personal or family/caregiver).
- Grant writing/fundraising experience.
- Experience launching new initiatives from concept through implementation.
- Experience with statewide advocacy campaigns.
- Bilingual/bicultural skills (especially Spanish).
- Knowledge of CalAIM, opioid settlement funding, and behavioral health transformation initiatives.

### Working Conditions & Requirements

- Regular statewide travel (estimated 25–30%).
- Some evening/weekend work for convenings, board meetings, and community sessions.
- Must be able to work independently while maintaining consistent communication with the Executive Director and internal leads.

### Compensation & Benefits

**Salary Range:** \$95,000–\$115,000 annually (DOE)

CAADPE offers a competitive benefits package including health insurance, retirement plan,

generous paid time off, professional development, and flexible work arrangements.

## About CAADPE

CAADPE is a statewide membership organization representing over 400 substance use disorder treatment programs across California. Our mission is to strengthen California's SUD treatment system through policy advocacy, professional development, and collaborative leadership.

CAADPE is committed to diversity, equity, inclusion, justice, and belonging. We strongly encourage applications from individuals of diverse backgrounds, including people of color, bilingual/bicultural applicants, people in recovery, and LGBTQ+ communities.

## To Apply

Please submit a cover letter, resume, and three professional references to: **caadpe1@caadpe.org**

In your cover letter, please address:

- Experience managing complex, multi-year grants with significant deliverables
- Understanding of California's SUD system and policy landscape
- Approach to stakeholder engagement and partnership coordination
- Commitment to community-centered and equity-focused implementation

Applications will be reviewed in January and February, with an offer anticipated in late February. Early application is encouraged.

*CAADPE is an Equal Opportunity Employer committed to creating an inclusive environment for all employees.*

**1017 L Street, #PMB 648, Sacramento, CA 95814**

**(916) 329-7409 | caadpe1@caadpe.org**