

HARM REDUCTION SISTERS
DEPUTY DIRECTOR POSITION DESCRIPTION

Date Updated: June 24, 2025
Position Title: Deputy Director
Position Status: Full-time, exempt
Position Reports To: Susan Purchase, Executive Director
Pay Range: \$75,000-85,000

BASIC FUNCTION:	This is a new position created to support the continued growth and development of Harm Reduction Sisters, a grassroots organization dedicated to advancing harm reduction principles throughout Minnesota. The Deputy Director serves as an Executive Director in training, working closely with the Executive Director to develop comprehensive leadership skills while providing strategic support for organizational operations, program development, and community engagement. This position is best suited for a self-directed professional who will play a key role in our organization's expansion and sustainability.
ESSENTIAL FUNCTIONS:	Executive Leadership Development (70%) • Work with the Executive Director to develop nonprofit leadership skills, including board relations, fiscal management, strategic planning, and organizational governance • Participate in executive-level decision making • Represent Harm Reduction Sisters at community meetings, coalition gatherings, and professional conferences Strategic Operations Management • Collaborate with the Executive Director on organizational planning and implementation • Support the development and monitoring of annual budgets and financial management systems • Provide creative planning and innovative solutions for organizational opportunities and challenges Program Leadership and Development • Work with program staff to ensure effective implementation of evidence-based harm reduction services • Support the expansion of mobile services, including linkages to medication assisted treatment (MAT) and drug checking services • Collaborate on program evaluation, data collection, and outcome and grant reporting Staff Leadership and Management • Demonstrate outstanding leadership skills in supervising designated staff members • Practice effective delegation, knowing what tasks to assign and to whom

	• Provide mentorship and professional development support to team members Community Engagement and Partnership Development (30%) • Build and maintain authentic relationships with community partners, interest holders, and coalition members • Support community outreach events and educational initiatives (including some weekend work during summer event season) Organizational Operations • Maintain exceptional attention to detail in all administrative and programmatic responsibilities • Support board meeting preparation and organizational governance processes • Assist with donor relations, fundraising activities, and revenue development strategies
QUALIFICATIONS:	Required: • Bachelor's degree in social work, public health, nonprofit management, or related field. Relevant experience may substitute for degree requirements with a minimum of 7 years in harm reduction or adjacent field. • Minimum 5 years of progressive/grassroots leadership experience in harm reduction, public health, social services or nonprofit management • Demonstrated authentic engagement with harm reduction principles and marginalized communities. • Outstanding leadership skills with proven ability to inspire and motivate others. • Strong strategic thinking and creative planning abilities • Excellent delegation skills • Valid driver's license for Minnesota Competencies: • Understanding of harm reduction philosophy, practices, and evidence-based approaches • Demonstrated commitment to social justice, equity, anti-racism, and harm reduction principles • Experience working with populations who use drugs, engage in sex work, experience housing instability, or face marginalization • Strong written and oral communication skills • Financial management skills including budget development, analysis, and reporting • Experience in grant management, fundraising, and donor relations • Proficiency in building partnerships with diverse interest holders and community organizations • Ability to practice patience and tolerance while maintaining professional boundaries Preferred Qualifications: • BIPOC (Black/Brown, Indigenous, and People of Color) candidates are strongly encouraged to apply

	• Experience in nonprofit executive leadership or senior management roles • Knowledge of public health systems, drug policy, and healthcare navigation • Experience with mobile service delivery and innovative program models • Bilingual capabilities reflecting the communities we serve (Ojibwe, Anishinaabe, Spanish) • Training in trauma-informed care, motivational interviewing, or related therapeutic approaches
COMPENSATION AND EMPLOYEE BENEFITS:	• Starting salary range \$75,000-85,000, commensurate with experience • Comprehensive health and dental insurance coverage • Generous vacation, sick leave, and mental health days to support work/life balance • All federal holidays observed • Professional development opportunities and conference attendance support • Flexible work arrangements when possible
TERMS OF EMPLOYMENT:	• Full-time exempt position (40 hours per week) • Primarily based in Duluth office with monthly travel to satellite offices and community sites • Some weekend work required (approximately 6-8 weekends annually) • Occasional evening meetings and community events • Some in-state travel required, occasional out-of-state travel for conferences and training • 6-month introductory period with review at month 3 • Position includes mentorship and leadership development plan with Executive Director
EQUAL OPPORTUNITY EMPLOYMENT STATEMENT:	Harm Reduction Sisters is an Equal Opportunity Employer and does not discriminate based on race, color, creed, national origin, ancestry, religion, age, citizenship, sex, marital or veteran status, disability or handicap, sexual orientation, gender identity, or any other basis prohibited by applicable law. Harm Reduction Sisters takes affirmative action to employ and advance in employment qualified women, minorities, people with lived experience, and covered veterans. We make reasonable accommodations for individuals with disabilities in accordance with the Americans with Disabilities Act and applicable state laws. We particularly encourage applications from people with lived experience in the communities we serve, including people who use drugs, engage in sex work, experience housing instability, or identify as LGBTQ2S+.