

Job Posting
Keene Serenity Center
Executive Director
Position Open July 1, 2018

Summary: Keene Serenity Center is a NH Recovery Community Organization that provides peer-to-peer addiction recovery support services, hosts a variety of weekly recovery meetings and groups, assists people with crisis management and system navigation, and offers social and wellness activities to strengthen recovery capital. The Center seeks an Executive Director who is responsible for directing the financial and day to day operations while ensuring the growth and sustainability of its activities, programs, services and community support. The Executive Director will maintain a safe and inclusive environment that preserves the mission and values of the organization and supports success for all seeking recovery.

Compensation: Competitive salary and benefits package, commensurate with experience.

Duties include:

- Fiscal oversight of the operational budget
- Quality data collection and grant reporting
- Development of processes and procedures to meet the requirements of CAPRSS accreditation
- Oversight of the Center's recovery support services
- Supervision of staff, including the Peer Recovery Support Supervisor
- Facilitating effective community outreach, education and awareness of our programs, services, activities and needs
- Collaborating with Center and community stakeholders and partners to best support people in recovery
- Engaging in fundraising efforts lead by the Board of Directors
- Modeling, following, and supporting the policies, procedures and ethical guidelines of the organization
- Empowering staff and volunteers to share responsibility for the realization of the Center's mission
- Attendance and operational updates at monthly Board meetings
- Establishing and maintaining relationships with referral sources, community groups, funding sources, civic leaders, public servants, other organizations

Qualifications:

- Bachelor's Degree (Master's degree preferred) with at least 5 years of management and supervisory experience required. Demonstrated knowledge and commitment to those in recovery and to the recovery process.

Skills and Knowledge:

- Fundraising and financial management experience with grant writing skills highly desirable
- Experience developing and maintaining community collaborations

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- Demonstrated ability to supervise personnel in a fair and compassionate manner
- Strong communications (writing, social media, presentations, etc.) skills required
- Strong community outreach skills
- Knowledge of the local and state behavioral health care system
- Ability to work with diverse populations and perspectives, demonstrating cultural competency and community awareness, while fostering positive relationships
- Ability to implement, track, and meet grant deadlines and obligations
- Demonstrated capacity to develop, coordinate and manage recovery support activities, programs and services
- Knowledge of local, regional and community resources
- Intermediate skill level using Microsoft Office suite programs (Word, Excel, etc.)

Personal Qualities:

- The Executive Director will model recovery core principles and values. He/she will foster a supportive, inspiring and welcoming environment. If in recovery, at least 5 years of recovery is required. Must maintain a valid driver's license.

Supervisory Relationships:

- Facilitate regular supervision of staff including the Peer Recovery Support Supervisor
- Implement best practices with ethics and healthy recovery boundaries between peers/staff/volunteers/participants
- The Executive Director reports to the Board of Directors

Travel or Special Requirements:

- Some travel required for attendance at local, regional and state activities and events
- Minimal out of state travel may be required for training or professional conferences

How to Apply: Email resume to kristen.vance@keeneserenitycenter.org