



Executive Director

General Summary: The Executive Director (ED) reports to the Board of Directors. Under the general direction of the Board, the ED is responsible for the successful execution of FOR-NY's Mission and Strategic Plan, focused on demonstrating the power and proof of recovery from addictions and its overall value.

The Executive Director is responsible for overseeing administration, programs, contracts and strategic plan of FOR-NY. Other key duties include development of fundraising, marketing and community outreach across NYS.

Candidate must be willing to relocate to Albany, New York. Travel throughout NYS is required.

Principal Duties and Responsibilities

1. Build consensus and take the lead role in policy and advocacy issues that support FOR-NY's mission.
2. Ensure the development of programs to educate New Yorkers to recognize the human and economic costs of addiction and the value of recovery for the individual, the family and society.
3. Lead FOR-NY's efforts to generate revenue and build structure and support to ensure the organization's continuing operation; establish specific goals and objectives, measure success.
4. Strengthen and expand local Recovery Community Organizations (RCO's) through the development of a shared vision; identify and develop collaborative relationships with statewide and local leaders.
5. Direct FOR-NY operations consistent with sound financial practices, e.g., in concert with Board and staff, develop an annual budget, monitor and provide cash flow oversight.
6. Maintain contact with the Board as a whole and with individual members as needed; assist the Board in carrying out legal and fiduciary duties, organize and attend regular meetings.
7. Develop relationships with key legislators and other government officials. Establish and maintain contact with representatives, including the Alcoholism and Drug Abuse committees.
8. Responsible for the recruitment, employment and release of all personnel, both paid staff and volunteers; ensure that job descriptions and all personnel policies are developed and maintained, that regular performance evaluations are held, and the sound human resource practices are in place; create and foster development of team-friendly approach in workplace with open communication. Encourage dialogue supporting agency mission.
9. Coordinate and facilitate regular Recovery Community Supports Meetings designed to recruit and engage participants that represent individuals and family members.

10. Initiates and coordinates new initiatives that support the work and Mission of FOR-NY.

Education

Masters degree preferred. Bachelor's degree with commensurate experience required.

Qualifications

1. Ten (10) years of non-profit management experience.
2. Strong commitment to the public health issues of addiction and recovery including experience in policy development and advocacy.
3. Proven business acumen and the ability to lead a not-for-profit organization; public relations and marketing experience.
4. Experience in budgeting, finance and managing fundraising campaigns.
5. Self-directed manager with entrepreneurial attitude and strong people management skills.
6. Strong organizational skills.

Salary Range: Salary ranges from \$80,000 to \$100,000 depending upon experience.

Please submit letter of interest and resume to:

Deborah Brosen
Office Manager
Friends of Recovery – New York
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