

## **Recovery Community Organization (RCO) Executive Director – Sign-on Bonus of \$2,500**

### **Full-Time, Benefitted Position**

The Plymouth Area Recovery Connection (PARC), a 501(c)(3) private non-profit, is seeking an Executive Director to develop and manage programs and hire personnel. This is a full-time, benefitted position **with insurance coverage after 30 days of employment and sign-on bonus at 90 days**. This position reports directly to the Board of Directors.

The Plymouth Area Recovery Connection provides a caring and supportive environment for anyone working to recover from addiction. PARC communicates a message of hope; links individuals with recovery-related treatment services and peer support services; and facilitates the development of healthy and sustainable lifestyles.

### **Essential Duties and Responsibilities:**

Lead the implementation of PARC's mission to:

- Build a comprehensive recovery community in Southern Grafton County, cultivating a relationship with PARC's community partners.
- Collaborate with PARC Board of Directors for program development and management.
- Oversee the daily operations of the recovery community organization programs.
- Serves as the key liaison among PARC, the public, service providers, and other stakeholders and establishes and maintains effective working relationships with all community stakeholders.
- Ensure compliance with all applicable regulatory agencies and federal and state laws, and local ordinances, maintaining a record-keeping system that provides tracking, evaluation and reporting of project activities as required.
- Oversees PARC organizational fiscal management including budget development, developing ongoing fundraising plans, security local in-kind and cash donations, managing and writing grants as necessary.
- Provide supervision to PARC staff and/or volunteers related to program delivery, including, but not limited to: providing guidance and training to staff in the development, ongoing assessment and updating of individualized recovery plans..
- Develop and oversee the implementation of programmatic offerings for PARC in alignment with evidenced-based practices to support those in recovery in maintaining and addressing the social determinants of health and promotes overall physical and mental health.

- Represent PARC at community events and meetings; oversee development of outreach materials including brochures, newsletters and assist with website and social media messaging and event planning.
- Oversee education and awareness-raising events, media campaigns, and community/family/provider outreach.

**Qualifications:**

Bachelor's degree preferred and nonprofit organizational leadership experience required. Preference given to those will be given to those candidates with experience in coalition building, prevention/treatment practices, and budget management. Experience in non-profit management is a plus. A comparable combination of experience and education may be considered. Must have or be willing to obtain within 12 months of hire NH certification as a Recovery Support Worker.

**Skills & Knowledge:**

- Experience working with individuals with substance use disorders, coalitions, and at-risk families and youth preferred.
- Knowledge of planning principles, skills, and techniques in human services and community development.
- Experience in the management of grants, project budgets, and daily operations.
- Ability to establish and maintain effective working relationships with program participants, staff, and the public
- Ability to facilitate meetings; both in person and virtually
- Strong organizational skills and supervisory experience
- Knowledgeable of social services procedures, policies, and resources and has the ability to analyze and interpret information to plan appropriate interventions
- Ability to establish training and educational programs for staff to ensure evidenced-based programming is available to all who access services.
- Positive and compassionate attitude and ability to react calmly and effectively in emergency situations.
- Strives to improve own level of competence through skill development, keeping abreast of recovery supports trends

**Compensation:**

\$55,000 - \$58,000.00 annual salary based on experience

**Visit our listing on Indeed to apply: [PARC Executive Director](#)**