



Mission: *To assist those who have or are affected by a substance use disorder, experiencing a crisis, or needing support, by providing effective programs and treatment regardless of ability to pay.*

Vision: *A supportive community where family, friends and neighbors value the well-being of each person and offer hope to everyone.*

Executive Director

HEADREST, a non-profit community services organization, seeks an experienced and innovative Executive Director to begin leading the organization in May 2017. The Board of Directors and Search Committee are currently accepting nominations and applications for the position. From its beginning in 1971, Headrest has been among the Upper Valley's most visible addiction and crisis assistance organizations, providing the only 24-hour crisis hotline for New Hampshire, Vermont, and parts of Maine.

To apply: Email résumé and letter of interest (both in PDF format) with at least three references to: HEADRESTsearch@gmail.com by March 15, 2017.

For more information: <http://www.headrest.org>

About HEADREST

Headrest depends upon donations through sponsored events as well as an Annual Appeal to support the crisis hotline and client services not funded by other sources. Founded at Dartmouth College in 1971, HEADREST is now located at its facility in Lebanon, NH. The following programs are available at Headrest:

24-hour Hotline: Headrest provides a 24-hour crisis hotline service to individuals living NH and VT and nationwide. Trained Crisis Intervention Counselors provide information and referral services to populations at risk for substance abuse and suicide. Through active listening Counselors assist with the following: suicide lethality assessments and intervention, domestic violence intervention, substance use assessments and other relevant issues.

Outpatient Counseling: Headrest offers outpatient substance abuse counseling for both men and women. Both group and individual treatment modalities are used.

Transitional Living (TL) Program: The Church St. facility provides 10 beds for 90 days to individuals who have recently completed some form of substance abuse treatment and need a safe, sober environment preparing them as they transition back into the community. We provide substance abuse counseling, case

management and referrals assisting them in the process of obtaining employment, securing housing, and other critical services, as needed.

Outreach and Community Education: Headrest Staff provide substance use education to schools, businesses, and other organizations in the Upper Valley as well as the state.

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Position Summary

The Executive Director provides leadership and direction to the Headrest organization as the senior executive of the organization. He/she is responsible for monitoring the quality and effectiveness of the agency programs and services, and provides for the efficient functioning of all operations. The Executive Director serves as the liaison between the agency and the community. He/she is responsible for the financial health of the organization, establishing, and maintaining compliance with state and federal laws/mandates as well as specific regulations set forth by the grantors. The Executive Director fosters a culture of continuous improvement. He/she collaborates with other local agencies to provide efficient and effective services.

Primary Responsibilities

Administration

- Implement and manage policies and procedures approved by the Board of Directors in the administration of the agency
- Provide effective leadership for staff
- Promote an effective decision making process
- Ensure fulfillment of stated responsibilities to funding sources according to Board policy
- Create and submit required progress reports to funders, state and local agencies, and the Board
- Review and maintain Employee and Clinical Handbooks and related policies according to Board policy
- Set up yearly calendar for funding, contracts, reviews, and events
- Overview programs in collaboration with staff to identify administrative and clinical issues
- Ensure compliance with all contracts and state and local laws and regulations
- Ensure accurate and timely record keeping of proper documentation
- Oversee maintenance of agency property, facilities, and equipment
- Meet with local, state, and federal officials as needed

Board Relations

- Serve as ex officio member of the Board and Board committees
- Meet with the President and/or the Executive Committee of the Board of Directors as requested
- Be accountable to the board for staff performance and programs operations
- Relate professionally to all Board members and committees
- Work with President and/or the Executive Committee to prepare monthly Board meeting agenda and reports
- In collaboration with the President, plan the annual meeting
- In collaboration with the Treasurer, plan and conduct monthly Finance Committee meeting
- Perform other position related functions as assigned by the Board of Directors

Financial

- Manage the budget process
- Is accountable to Board for performance to budget
- Oversee the preparation and presentation of the annual budget and audit, quarterly financial reports, and any other required reports
- Manage grants and contracts, seeking and obtaining funds to carry out the mission of the agency
- Co-chair the Finance Committee with the Treasurer
- Initiate collection of appropriate data that supports funding requests
- Oversee the payroll process, bookkeeping function, bank accounts, and billing agents

Personnel Relations

- Encourage and facilitate staff development
- Foster open, direct, and timely communication with staff
- Assures compliance with Employee Handbook and personnel policies
- Assures compliance with Clinical Handbook and clinical policies and regulations
- Establish a system to monitor staff performance
- Conduct supervisory evaluation of direct reports
- Oversee the company benefit programs
- Work with Personnel Committee to develop and implement Board Policies
- Manage staff to established personnel policies
- Inform staff of all relevant Executive Director and Board activities and decisions

Programs

- Manage the organization to achieve programs, goals, and objectives
- Reports regularly to the Board and Board Committees about the status of the organization and program goals
- Attend local and state forums and trainings for continuous improvement
- Chair the internal quality improvement committee
- Establish and maintain outcome metrics for all programs
- Oversee and at times assist in all departments as needed

Public Relations

- Inform and market the services of the agency to diverse segments of the public.
- Seek, establish, and maintain collaborations with local and state entities according to the vision of the agency
- Direct and prepare the production and distribution of all newsletters, media releases and related communications
- Supervise management of the website layout and content on a continuing basis
- Work with Board committees to realize high agency visibility in the community
- Participate in interviews with media
- Attend community, state, and federal meetings as needed

Development and fundraising

- Supervise maintenance of the donor data base
- Support the Development Committee in all fundraising efforts
- Supervise or conduct the research and preparation of all proposals for funding and grants
- Attend bidders and grant conferences/workshops as needed

Desired Skills and Qualifications

- Experience leading an organization to realize its vision and mission.
- Previous experience in human services, management, financial and fundraising management.
- Excellent interpersonal and verbal/written communication skills.
- Strong development experience and expertise in all aspects of fundraising, including key donor cultivation, print and electronic appeals, grant writing, fundraising events, and experience growing an organization's budget through successful implementation of a development plan
- Strong organizational management skills especially in the areas of personnel recruiting and management, program management, and fiscal oversight.

Desired Experience

- Five to seven years of leadership and management experience with community based non-profits.
- Demonstrated awareness of and commitment to issues pertaining to race, class, and gender justice.
- Knowledge of addiction and related issues.
- Awareness of administrative requirements in a clinical setting.

Desired Education

- Master's degree or equivalent experience in relevant professional field preferred.
- Bachelor's degree required.