

***Mission: Headrest supports individuals and their families, friends and neighbors affected by substance use, navigating recovery or in crisis, by providing effective programs and treatment options that support prevention and long-term recovery. Headrest will never turn anyone away.***

***Vision:  We imagine a world where there is no shame in getting the help you need.***

# **Executive Director**

*HEADREST, a non-profit community services organization, seeks an experienced and innovative Executive Director to begin leading the organization in December 2022. 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 November 1, 2022.

*For more information*: <https://headrest.org/job-opportunities-at-headrest/>

**About HEADREST**

Founded in 1971, Headrest is a non-profit organization with a mission to assist those affected by substance use disorder experiencing a crisis or in need of support to the family members, friends, neighbors and employers of our clients.

**24/7 Crisis-Suicide Hotline:**Headrest provides a 24-hour crisis hotline service to individuals living in 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 Treatment and Counseling:** Headrest offers two outpatient substance abuse counseling programs for men and women battling substance abuse disorder, including intensive outpatient counseling. Both group and individual treatment modalities are used.

**Low Intensity Residential Program**:  Headrest offers people returning to the community from treatment a safe and sober environment to live where they are able to focus on developing a foundation in recovery. The residential facility in Lebanon, NH prepares residents to live a healthy, safe, and substance-free lifestyle.

**H.O.W. (Headrest Opportunities for Work):** The Headrest Opportunities for Work program helps clients secure career-ladder employment as a foundational building block for long-term recovery. The Vocational/Employment Specialist matches people who are navigating recovery to secure highly valued jobs, resulting in renewed lives for individuals and strong, loyal workforces for local employers.

**Recovery Friendly Workplace EAR (Employee Assistance Resource) Program:** The EAR program provides employees of participating organizations and their loved ones with regular access to a Licensed Alcohol and Drug Counselor (LADC), either onsite at the workplace or remotely. LADCs provide counseling services to those directly or indirectly impacted by substance use disorder (SUD) to help them navigate a path to greater well-being and success.

**Impaired Driver Care Management Program:** The IDCMP is based on the care management model, giving the client the right to choose where to receive services and to be an active participant in all steps of the process of completion of the IDCMP program.

**Renew Recovery House Sober Living:** Renew Recovery House is a serene, dignified and supportive environment for those wishing to continue their recovery while transitioning into a renewed life. The robust vocational program works with everyone to ensure participants find employment that suits their skill sets while allowing them to maintain a recover/work-life balance. Located in scenic Boscawen, NH, guests have outdoor activities at their fingertips all year.

**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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**Primary Responsibilities**

**Administration**

* Implements and manages policies and procedures approved by the Board of Directors in the administration of the agency
* Provides effective leadership for staff and promotes an effective decision-making process
* Ensures fulfillment of stated responsibilities to funding sources according to Board policy
* Creates and submits required progress reports to funders, state and local agencies, and the Board
* Establishes and maintains compliance with state and federal laws/mandates as well as specific regulations set forth by grantors.
* Reviews and maintains Employee and Clinical Handbooks and related policies according to Board policy
* Sets up yearly calendar for funding, contracts, reviews, and events
* Ensures compliance with all contracts and state and local laws and regulations
* Ensures accurate and timely record keeping of proper documentation
* Oversees maintenance of agency property, facilities, and equipment
* Meets with local, state, and federal officials as needed

**Board Relations**

* Serves as *ex officio* member of the Board and Board committees, meeting with the President and/or the Executive Committee as requested
* Is accountable to the Board for staff performance and program operations
* Works with President and/or the Executive Committee to prepare monthly Board meeting agendas and reports
* In collaboration with the President, plans the annual meeting
* In collaboration with the Treasurer, plans and conducts the monthly Finance Committee meeting
* Performs other position-related functions as assigned by the Board of Directors

**Financial**

* Manages the budget process and is accountable to Board for performance to budget
* Oversees the preparation and presentation of the annual budget and audit, quarterly financial reports, and any other required reports
* Manages grants and contracts, seeking and obtaining funds to carry out the mission of the agency
* Co-chairs the Finance Committee, with the Treasurer
* Initiates collection of appropriate data that support funding requests
* Oversees the payroll process, bookkeeping function, bank accounts, and billing agents

**Personnel Relations**

* Encourages and facilitates staff development and fosters 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
* Establishes a system to monitor staff performance and conducts supervisory evaluation of direct reports
* Oversees the agency benefit programs
* Works with Personnel Committee to develop and implement Board Policies
* Manages staff to established personnel policies
* Informs staff of all relevant Executive Director and Board activities and decisions

**Programs**

* Manages the organization to achieve program goals and objectives
* Attends local and state forums and trainings for continuous improvement
* Chairs the internal quality improvement committee
* Establishes, maintains and reports outcome metrics for all programs
* Oversees and at times assist in all departments as needed

**Public Relations**

* Informs and markets the services of the agency to diverse segments of the public
* Seeks, establishes, and maintains collaborations with local and state entities according to the vision of the agency
* Directs and prepares the production and distribution of all newsletters, media releases and related communications
* Supervises management of the website layout and content on a continuing basis
* Works with Board committees to sustain high agency visibility in the community
* Participates in interviews with media
* Attends community, state, and federal meetings as needed

**Development and fundraising**

* Supervises maintenance of the donor data base
* Supports the Development Committee in all fundraising efforts
* Supervises or conducts the research and preparation of all proposals for funding and grants
* Attends bidders and grant conferences/workshops as needed

**Desired Skills and** **Knowledge**

* 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 management and oversight.

**Minimum Qualifications**

* Five to seven years of leadership and management experience with community-based non-profits
* Demonstrated awareness of and commitment to issues pertaining to diversity, equity, inclusion, and justice (DEIJ)
* 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.