



Treating Addiction, Liberating Lives

Job Title:	Executive Director	Job Category:	Executive
Department/Group:	Leadership	Job Code/ Req#:	WRC ED
Location:	Cleveland, OH	Travel Required:	Minimal travel
Level/Salary Range:	Negotiable	Position Type:	Full time, executive level
HR Contact:	Stacey Reid (sreid@womesnctr.org)	Date Posted:	2/14/2022
Will Train Applicant(s):	Yes	Posting Expires:	TBD

Organizational Summary & Job Description

OUR MISSION: TO SERVE WOMEN AND THEIR FAMILIES BY PROVIDING COMPREHENSIVE SUBSTANCE USE DISORDER TREATMENT, PREVENTION, AND EDUCATION PROGRAMS THAT ARE CLIENT-CENTERED, FAMILY-BASED, AND RECOVERY-FOCUSED.

Women's Recovery Center is a unique place. We utilize a holistic, trauma-integrated approach to treating addiction and integrating physical health, emotional healing, and family reunification. The women who enter our doors are complex and have faced multiple traumas, contributing to their substance use disorder. Using a trauma-integrated model, our addiction counselors help clients learn about their disease, how it developed, and how to cope in a sober environment. Our graduates develop life management skills, parenting skills, and an overall sense of independence and self-sufficiency.

ROLE

The Executive Director serves as the organization's leader, providing leadership that models the organization's values and fosters an inspirational, motivational, supportive operating environment. Possesses a high level of general business and management skills and effectively generates resources and financial support for the organization. Also, they provide administrative, compliance oversight, and supervision of the administrative staff, clinical director, and child care supervisor.

RESPONSIBILITIES

- Organizational & Program Leadership
 - Reviews reports to OhioMHAS and ADAMHS Board of Cuyahoga County.
 - Assists in the accreditation and continuance of CARF accreditation.
 - Leads program changes and service evaluation and opportunities with the clinical director.
- External Relations
 - Manages all contracting, and Board reviews all contracts before signature.
 - Involves staff, marketing, and clinical director as appropriate.
 - Approves and supports external partnerships of the Women's Recovery Center.
 - Leads Women's Recovery Center's referral campaign to increase client census.
 - Presents WRC services regularly to referral and community groups.
 - Oversees marketing and outreach efforts of the WRC. Manages WRC brand.



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- Communications & Public Relations
 - Responds to media and reviews public products.
 - Coordinates volunteer events and volunteer recruitment.
 - Oversees the receipt of donations for clients and their families.
- Fund Development
 - Leads and manages Grant Writing, Donor Relations, and Fundraising efforts.
- Budget & Finance
 - Reviews monthly statements and biweekly trial balances.
 - Reviews and approves all related WRC expenses. Involves Board for expenses over \$500.
 - Conducts quarterly billing review with Billing & Finance Specialist.
- Staff Relations/Human Resources
 - Makes ultimate hiring and firing decisions with support from Board.
 - Supervises Clinical Director, Supervises administrative staff and Child Care Supervisor.
 - Trains all new volunteers, staff, and other stakeholders.
 - Leads and implements all human resources operational needs.
- Board of Directors Responsibilities
 - Prepares for bimonthly meetings and sits on all Board of Directors committees.
- Facility and Infrastructure Management (including IT)
 - Schedules regular maintenance for the building and responds to urgent needs.
 - Leads and carries out all IT efforts. Helps to troubleshoot any IT issues.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- LSW, LPC, LICDC, MPA, Nonprofit Management, MPH, or Master's Degree in a related field is preferred.
- Minimum 10 years of nonprofit experience, with human service desired.
- Minimum 5 years of fundraising experience.
- Minimum 4 years of organizational management experience.
- Proficient in OhioMHAS and CARF.
- Valid driver's license and auto insurance. Background check.
- Proficient in Microsoft Office applications and computers.

PREFERRED SKILLS

- Grant Writing
- Proficiency in Salesforce, CANVA, Google applications
- Experience in public speaking and excellent writing skills
- Strong organizational and problem-solving skills
- Proven ability to understand and manage budgets
- Proven ability to read and understand financial statements
- Works well under pressure and adapts quickly to changing situations and priorities
- Brings an entrepreneurial spirit to a nonprofit organization
- Experience with mental health, addiction treatment
- Experience in the integration of physical and behavioral healthcare in a Managed Care environment

ADDITIONAL NOTES

We are looking for someone to be an inspirational leader able to motivate staff, the Board of Directors, donors, and others at all levels to embrace the Women's Recovery Center mission and brand.



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