



PART-TIME EXECUTIVE DIRECTOR JOB SUMMARY:

The Executive Director of Serenity Recovery Network (SRN) reports to the Board of Directors, is responsible for the delivery of high quality recovery housing services and the fiscal integrity of SRN. This person is the face of SRN in the community with key stakeholders. He/she is responsible for understanding trends in recovery housing and having the vision to recommend new strategies that are consistent with the mission.

KEY JOB RESPONSIBILITIES:

Development & Fundraising

- Provides overall coordination and supervision of all fundraising and development activities in collaboration with the Fund Raising Committee.
- Oversees and directs all grant applications and identifies other sources of funding.

Community Engagement and Strategic Growth

- Represents and advocates for SRN in its relationship with residents, families, alumni, funding sources, and the community-at-large.
- Is the face of the organization with the media, government officials, and other public entities.
- Keeps a pulse on local, statewide and national trends in recovery housing in order to recommend strategic growth opportunities for SRN, including partnerships with other entities.
- Helps to increase visibility and awareness in the community through effective marketing, public relations, and community engagement.
- Works with the marketing and Public Relations Committee.

Program Management

- Has input on the operating/policy guidelines in such a manner as to ensure maximum benefits to residents, SRN, and the recovery community.



Board Relations

- Acts as an advisor to the Board of Directors, keeping it informed of operations, community needs and developments in practice so that it has adequate information for carrying out its policy-making responsibility.
- Ensures implementation of policies approved by the Board.

Personnel Management

- Has input on a sound plan of organization and provides for management development which will ensure the continuing effectiveness of SRN.
- Develops and administers sound personnel practices.
- Adheres to ethical standards of professionalism including maintaining confidentiality of each resident and their family.

Financial Management

- Works with the Finance Committee to prepare the SRN annual budget and arranges for presentation and interpretation of budgetary requirements.
- Has input on financial priorities and directs all financial operations.

IDEAL CANDIDATES QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree is preferred.
- Five or more years of leadership experience within a non-profit agency or division of a company.
- Experience being the face of an organization with employees, key customers, and in the community.
- Demonstrated success in meaningful fundraising for a non-profit organization
- Good financial acumen.
- Effective communicator with all levels of the organization.
- Well-networked in Greater Cincinnati communities.
- Understanding of recovery housing and the 12 Steps

Send confidential letter of interest, resume, contact information for one personal reference, two professional references and salary requirements no later than June 15, 2017 to Carol Serrone at carol@joyfilled-living.com