

Job Posting

Job Title: Executive Director

Reports To: Recovery Communities Organization Inc. Board of Directors

Classification: Full-time contract position

Salary Range: Salary commensurate with experience and qualifications

Position Summary: Recovery Communities Organization will be a 501(c)(3), not for profit, Recovery Community Organization whose mission is to promote addiction recovery, wellness and citizenship through advocacy, education and support.

The Executive Director is responsible for:

- Working with the Board of Directors in order to fulfill the organization mission and vision.
- Fulfilling the goals of the Minot Area Opioid Bush Grant:
 - Operating a local Recovery Community Center
 - Providing support for grant management and technical assistance
 - Developing an addiction peer support specialist training curriculum
- Ensuring the successful implementation of the Bush Grant and other grants to follow.
- Serving as a liaison with the North Dakota recovery community, community organizations, volunteers, business and health provider communities and any other individuals or organizations assigned by the Board
- Working with the Board to assure the financial welfare of the organization
- Working with the Board to assure sustainability of the organization

This position requires occasional evening/weekend work and travel.

Knowledge:

- A strong awareness and understanding of addiction recovery
- Non-profit management

Skills: To perform this job successfully, applicants must demonstrate that they possess the following skills:

- Leadership
- Management
- Organization and time management
- Interpersonal communication
- Public speaking
- Advocacy

- Community organizing
- Social media

Qualifications:*Required:*

1. Bachelor's degree preferred or equivalent experience (Required).
2. Demonstrated experience in leadership of an organization or major role within an organization.

Compensation and Benefits:

1. Salary commensurate with experience and qualifications.

To Apply:

Please submit the following material:

1. Cover Letter identifying interest in the position, qualifications, and skills sets.
2. Résumé

Submit by (1) mail or (2) email:

1. City Of Minot
Attn: Paul Stroklund
P.O. Box 5006
Minot, ND 58702

Or paul.stroklund@ndus.edu

Application Deadline: Tuesday, January 8, 2019

This position is funded through the Minot Area Opioid Grant.