



Job Posting

Job Title: Executive Director

Reports To: Recovery Communities of North Carolina, Inc. Board of Directors

Classification: 40 Hours/Full-time salaried position

Salary Range: Salary commensurate with experience and qualifications

Position Summary: Recovery Communities of North Carolina, Inc. (RCNC) is 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 RCNC Board of Directors in order to fulfill the organization mission and vision
- Fulfilling the goals of the federal Substance Abuse Prevention and Treatment Block Grant, as a project of the NC Division of Mental Health, Developmental Disabilities & Substance Abuse Services:
 - Operating a local Recovery Community Center
 - Providing support for four additional Recovery Community Centers in North Carolina through grant management and technical assistance
 - Developing an addiction peer support specialist training curriculum
- Ensuring the successful implementation of the Access to Recovery Grant
- Serving as a liaison with the North Carolina recovery community, community organizations, volunteers, business and health provider communities and any other individuals or organizations assigned by the RCNC 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.
2. RCNC offers benefits including health insurance.

To Apply:

Please submit the following material:

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

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

1. Attn: Kristen Harper
Recovery Communities of North Carolina
5245 Capital Blvd.
Raleigh, NC 27616
2. kharper@rcnc.org

Application Deadline: May 19th, 2017 by COB

RCNC is an equal opportunity employer.

This position is funded in part by the federal Substance Abuse Prevention and Treatment Block Grant Fund (CFDA #93.959), Substance Abuse and Mental Health Services Administration (SAMHSA), as a project of the NC Division of Mental Health, Developmental Disabilities & Substance Abuse Services.