

Job Title: **Executive Director**
Location: Saratoga Springs, NY
Type: Full-time, Exempt
Reports to: Board of Directors

Organization Overview:

The Prevention Council of Saratoga County is dedicated to the public health issues of alcohol use disorders, gambling, substance misuse, and other addictions, as well as promoting emotional health. For over 30 years, The Council has been committed to the education of young people across our county through the delivery of school-based prevention and social/emotional health curricula. We strive to empower young people and their families with skills and understanding to reduce their risk for alcohol and other drug use. Our programs provide young people with the skills to choose healthy behaviors.

Since 2017 our Healing Springs Recovery & Community Center has been providing support to families and individuals impacted by addiction. We have resources, we make referrals, and we connect people. All our services are provided at no cost.

Position Summary:

The Prevention Council of Saratoga County is seeking an experienced, mission-driven Executive Director who is passionate about leading operations, fostering growth, as well as developing and managing multiple programs. The Executive Director will be responsible for overseeing all aspects of the organization's operations, including fundraising, program development, financial management, and staff supervision. As a mentor to staff, the Executive Director will motivate and empower the team to achieve their best work.

This full-time permanent position is for immediate hire and reports to a supportive and professional Board of Directors. The Executive Director will be based at the Council's offices in Saratoga Springs, NY, and have overall management responsibility for an organization with a \$2 million annual budget, and approximately 24 full-time and part-time employees.

Primary Functions:

Organizational Leadership:

- Perform general management duties ensuring the successful operations of the organization and ensure its overall successful long-term operations.
- Provide leadership in developing program, organizational, and financial plans and execute on the policies authorized by the Board.
- Apply innovative thinking and performance measurements to analyze and support strategic decision-making.

Community Liaison:

- Serve as the face of the organization and participate in external events to increase visibility, credibility, and develop strategic partnerships to further increase community awareness and expand programs.
- Cultivate and maintain relationships with key stakeholders, including Saratoga County and its agencies; SAMHSA, NYS OASAS, NYS DOH; school district officials; coalitions, donors, partners, and community leaders.

Fiscal and Fundraising Responsibilities:

- Actively engage in fiscal management through budgetary development and oversight; routinely report performance and financial activities to the Board.
- Direct fundraising and grant writing to sustain mission and programs, cover deficits and enhance program operations.

Staff Management:

- Organize, motivate, and mentor internal team leaders to strategically grow the organization's impact, programs, and fundraising, and to effectively fulfill its mission.
- Manage and motivate staff, overseeing processes such as hiring, separation, ongoing staff development, performance management, and compensation and benefits.
- Foster a collaborative working environment, encourage professional development, champion accountability amongst staff and recognize positive contributions.

Board of Directors Relations:

- Work with the Board of Directors to develop and implement policies and procedures that support the organization's mission and goals.
- Attend all Board meetings and communicate effectively with the Board by providing members with all information necessary to continually function properly and make informed decisions in a timely and accurate manner.
- Serve as an ex-officio member of all Board committees.

Position Qualifications:

- Bachelor's degree in a relevant field (e.g., nonprofit management, education, social work, administration) required, Master's degree preferred.
- Minimum of ten (10) years of experience in Prevention or a related field, including five (5) years of staff supervision preferred.
- Professional certification in the field (eg, LMSW, Certified Prevention Professional, Certified Alcohol & Substance Abuse Counselor) strongly preferred.
- Strong written and verbal communication skills; a clear communicator with excellent interpersonal and multidisciplinary project skills.
- Demonstrated experience in fundraising and development.
- Ability to work collaboratively with staff, Board of Directors, donors, sponsors, and other stakeholders.

- Passion for the organization’s mission and values.
- Candidates must have a clean driving record, and successfully complete a criminal background and credit history check.

Compensation:

Starting compensation includes: a very competitive salary, dependent on experience, between \$85,000 and \$105,000, plus a benefits package that includes:

- 401(k) Retirement Plan
- Medical, Vision, and Dental insurance
- Employee assistance program
- Flexible spending account
- Life insurance
- Paid time off
- Professional development assistance

How to Apply:

Please submit your resume and cover letter to john@trumansolutions.com with the subject line “Executive Director Application – [insert your name]”. We thank all applicants for their interest, but only those selected for an interview will be contacted. Applications will be accepted until approximately April 1, 2024, with an anticipated start date in Late Spring or Early Summer 2024.

The Prevention Council of Saratoga County is an Equal Opportunity Employer and encourages diversity and equity in all facets of the organization’s work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other protected class.