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*Connecting in compassion, dignity, and recovery*

**Turning Point of Windham County** is a non-profit Recovery Center located in Brattleboro, Vermont, that provides recovery groups, individual recovery coaching, outreach, harm reduction supplies, and sober recreation and events. Our mission is to provide a peer-driven, supportive environment that promotes personal recovery for individuals in Windham County.

## **Executive Director**

### **Job Purpose**

The Executive Director is responsible for ensuring the long-term viability of the Turning Point Center of Windham County through fundraising, building community relations, and ensuring the Center adheres to its Mission Statement. The Executive Director is the public face of the Turning Point Center and is solely accountable to the Board of Directors. The Executive Director is also responsible for working with the Board of Directors in developing a comprehensive budget and securing adequate funding to support the Turning Point Center. This position is 40 hours per week and may require some travel for meetings and events.

### ***Primary Duties and Responsibilities***

#### **Financial Development, Planning and Management**

- Develop funding sources, lead in the development and execution of fundraising plans, and write funding proposals to provide the funds necessary for the realization of the organization's mission
- Participate with the Board of Directors in developing a comprehensive budget, managing the budget, and monitoring monthly cash flow through ensuring that sound cash controls, bookkeeping, and accounting procedures are followed

#### **Leadership**

- Establish good working relationships and collaborative arrangements with community groups, funding sources, politicians, the Recovery Center Network, and other organizations to help achieve the goals of the organization
- Act as representative of the organization through correspondence and public appearances
- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Ensure that Turning Point seeks feedback from the community utilizing services and incorporates feedback into organizational initiatives & programming
- Foster effective teamwork and empower others to take ownership of the Turning Point Center
- Lead by example

#### **Operational Planning, Management, and Supervision**

- Develop and implement an operational plan which fosters efficiency, cooperation, and teamwork
- Manage the implementation and maintenance of the Turning Point Center Policies and Procedures
- Participate in and provide oversight for hiring and management of Center Staff to ensure that the center and satellite services are responding to the needs of those it serves

- Manage oversight of compliance with legal, financial, programmatic and contractual requirements.

## Qualifications

- At least five years experience working in non-profit organizational management or other relevant experience
- Strong financial management and fundraising skills
- Excellent interpersonal, written, and verbal communication skills
- Knowledge and experience with Substance Use Disorder and Mental Health treatment services and programs
- Ability to work effectively with diverse communities and individuals, including persons in recovery
- Demonstrated experience and effectiveness in staff development, program planning and implementation, and overall operations management
- Strongly desirable (but not required) to be a person in recovery and understand the recovery community.
- Experience working with various funding organizations including state and federal government, private foundations and individual donors.
- Experience working with the media and representing an organization publicly
- Familiarity with trauma-informed practices and restorative-justice approaches

## Benefits

Compensation for this position includes salary from \$60,000-65,000. Benefits include an insurance allowance as well as paid time off, including sick, vacation, and holidays. TPWC emphasizes the importance of self-care and a balanced life for our employees and so flexible work needs are considered on a case by case basis.

Please send a **cover letter** and **resume** with **professional references** to [admin@turningpointwc.org](mailto:admin@turningpointwc.org) before December 15, 2023. Open until filled; initial resume reviews projected to begin late December.

**\*Note that references and documentation of successful fundraising (such as appeal letter and grant proposal) will be requested during the interview process.**

Turning Point of Windham County is an Equal Opportunity Provider.

Paper applications should be sent to Turning Point of Windham County, Attn: Justin Johnston, PO Box 1303, (drop off address 39 Elm St), Brattleboro, VT 05302 or by e-mail at: [admin@turningpointwc.org](mailto:admin@turningpointwc.org).