



Invitation to Apply for:

Position: Capital Recovery Center Executive Director

Agency Mission: A peer supported community-building hope

Capital Recovery Center (CRC) is a non-profit peer-based organization providing behavioral health services. Located in Olympia Washington, based at the southern tip of beautiful Puget Sound, the agency has been providing harm reduction/peer-based services for over thirty years.

We are seeking an Executive Director to set the tone for the vision and culture of CRC and ensure operational excellence and sound fiscal management. The Executive Director will plan and implement programs, establish strong and appropriate relationships with the Board of Directors, committees, volunteers, staff, donors, and program participants, and develop constructive relationships with outside agencies, organizations, and individuals.

Qualifications

Master's degree in Public Administration, Public Health, Business Administration, or related degree with experience in nonprofit management. Preferred Bachelor's degree in Public Administration, Public Health, Business Administration, or related degree with experience in nonprofit management.

Required: Experience in supervising and managing a team and an understanding of harm reduction principles, homelessness, and behavioral health treatment.

Required: Experience in financial oversight including budgets and health insurance billing.

Preferred: Understanding of peer based programs, an ability to build relationships with peers and maintain boundaries to enhance a mutually beneficial partnership built on the principles of recovery.



Program Development and Administration

1. Ensure the organization has a long-range strategy which achieves its mission
2. Ensure all official records and documents are developed, implemented, and documented for compliance with all federal, state, and local regulations
3. Ensure all conditions of contracts and grants are met
4. Maintain a working knowledge of significant developments and trends in the field
5. Track and advise on legislative issues regarding behavioral health
6. Responsible in conjunction with senior staff for the recruitment, employment, and termination of all personnel including staff, contractors and volunteers

Fiscal

1. Work with the staff, contracted service providers and Board of Directors in preparing a budget to ensure CRC operates within financial guidelines
2. Ensure adequate funds are available to ensure CRC can carry out its work
3. Pursue and develop new funding through grants, contracts, and fundraising

Communications

1. Keep the Board of Directors fully informed on the condition of the organization and all factors influencing it
2. Keep staff and patients/clients informed of changes occurring within CRC and changes within the community that affect CRC
3. Establish sound working relationships and cooperative arrangements with community groups, governmental agencies, and advocates
4. Represent the programs and mission of the CRC to agencies, governmental agencies, and the public

Compensation: competitive salary and benefit package

To apply, please email your resume and a cover letter. At a minimum, your cover letter should address the following: why you are interested in the position, your experience and/or knowledge of harm reduction and peer-based programs, and your experience in finance and budgets.

Send resume and cover letter to Katrina McCoy at katrina@crcoy.org by May 24, 2021