



## Executive Director Position Announcement

May 15, 2025

To apply, please click [HERE](#).

Salary: \$120,000-\$130,000

**Applications requested by June 14, 2025  
and accepted until the position is filled.**

## The Opportunity

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Emmaus House, a non-profit based in Raleigh, North Carolina, seeks a strategic, empathetic, experienced leader with a proven track record in human service delivery to serve as its next Executive Director. This opportunity comes at a crucial time for the organization as it looks to utilize increased funding, in particular opioid settlement funds, to expand Emmaus House's strategic impact. The next leader of Emmaus House will build upon our existing foundation and reputation, while building policies and procedures to enable upcoming growth. We are seeking an Executive Director who can elevate the organization's visibility and engagement. The Executive Director will work in partnership with the Board in carrying out these efforts.

## The Organization

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Originally founded in 1984 to provide shelter for people experiencing homelessness, Emmaus House of Raleigh is now a lifeline for men recovering from substance use disorder. Today, it focuses its attention on bridging the gap between long-term rehabilitation centers and independent living by providing a structured and supportive living environment.



Emmaus House currently consists of six properties capable of housing a total of 48 men. There is always a waiting list. Three of the properties are large, renovated houses that are true transitional houses with a two-year time limit for residents. The remaining three properties are the closest to independent living that Emmaus has to offer. They are

designed as apartment-style units, housing two men per unit. These properties are an additional option for the men who request longer stays, ensuring accountability and structure.

Emmaus House of Raleigh offers its residents an opportunity to build towards independent living, while strengthening their sober networks. Transitional housing has been proven to greatly increase the chances of long-term sobriety, while the added accountability and

support of fellow residents creates a bond of trust and brotherhood. The creation of a solid and stable support system is imperative for continued success. In addition, the affordable rent allows men an opportunity to build credit, relationships, and skills. For its sixth home, Emmaus House has made housing available for men utilizing MAT (medication-assisted treatment), reducing the risk of relapse and medical emergencies, and ultimately saving lives.

Emmaus House partners with organizations across the Triangle to provide the comprehensive services its men need to focus fully on their recovery, such as Healing Transitions, Southlight, Food Bank of Central & Eastern NC, the Interfaith Food Shuttle, The Green Chair Project, Wheels4Hope, and many more. Emmaus House is led by an active and engaged 13-member Board of Directors comprised of dedicated volunteers passionate about supporting men recovering from substance use disorder. You can learn more by visiting:

<https://emmaushouseofraleigh.org/>

## The Position

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The Executive Director is the key management leader of Emmaus House and is responsible for providing strategic leadership and vision for Emmaus House residents to re-enter the community with meaningful lives, beyond sobriety. The Executive Director works closely with a small team overseeing Emmaus House's six locations to ensure that the team is working together to provide essential services day-to-day, safely and effectively. The Executive Director is responsible for overseeing the administration and programs of the organization. They report to a 13-member Board of Directors and manage one full-time director and one full-time manager, in addition to four part-time support staff (a grant writer, a bookkeeper, and two maintenance workers). House managers are currently not employees but receive a reduction in rent. There will be an opportunity to hire additional full-time staff as the Executive Director is able to grow revenue over time.

The ideal Executive Director will be a strategic, critical, and creative thinker capable of guiding the organization to be more proactive in its mission to provide safe, affordable recovery housing within a supportive community. They will be organized and dependable. The Executive Director will be a vocal advocate on behalf of the recovery community, a sought-after partner for other community organizations, and an adept fundraiser.

## The Location

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The City of Raleigh is the capital of North Carolina, home to several colleges and universities, as well as abundant arts, culture, and recreational opportunities. Fueled by an impressive mix of education, ingenuity, and collaboration, Raleigh and the surrounding “Research Triangle” region routinely rank among the nation’s best places to live, work, and play. Home to more than two million people, the Research Triangle Park has attracted hundreds of companies to the region, helping to make it the largest research park in the United States. Perfectly positioned midway between the coast and the Appalachian Mountains, the Triangle offers residents a beautiful place to call home. And while the region continues to grow and offer a superior quality of life, the cost of living remains reasonable relative to comparable cities.



## Core Responsibilities

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The Executive Director will work closely with the Board to align the strategic vision of the organization and provide leadership and operational oversight. Primary responsibilities include:

### Leadership

- **Provide consistent leadership that fosters team building, staff development, and a professional and collaborative culture.**
- Exemplify Emmaus House’s core values through leadership, consistent management practices, and data-driven decision-making.
- Provide leadership that reflects the highest standards of fiduciary responsibility and ethical conduct.



### Staff Management

- **Set clear expectations, build trust, and delegate so that employees and residents understand and fulfill their duties.**
- Oversee an effective peer support process on the part of house management staff to hold residents accountable for meeting attendance, drug screenings, etc.
- Ensure that effective human resource practices are in place, including the recruitment, development, evaluation, and retention of a diverse staff.
- Identify tools and resources to best develop staff and lead by example through teaching, mentoring, and knowledge-sharing.
- Maintain an organizational structure that cost-effectively serves men in need and that fulfills the expectations of Emmaus House's partner agencies.

### Financial and Operational Oversight

- **Ensure commitment to and compliance with all applicable laws, regulations, and policies across the organization, ensuring that residents feel secure and safe within their environment and follow rules set by their lease agreements.**
- **Formalize policies and procedures, generate additional documentation as needed, and ensure all staff and volunteers are up to date on necessary training, especially as it pertains to safety and emergency preparedness.**
- In consultation with contracted financial advisors and Board finance and executive committees, develop a realistic annual operating budget and monitor performance to ensure long-term financial viability of the organization.
- Regularly evaluate program effectiveness, and make sound financial decisions and program recommendations based on an in-depth understanding of the organization's overall financial position.
- Manage awarded grants and designated funding streams—including opioid settlement funds—by ensuring compliance with all requirements, overseeing program implementation aligns with funding objectives, and preparing timely and accurate reporting to funders and stakeholders.
- Ensure the best use of operating capital to achieve the overall mission.

### Fundraising and Resource Development

- **Build and foster positive relationships with donors, including individual, local business, government, philanthropic, and foundation leaders, to support Emmaus House's programs.**
- Identify and pursue new grant funding opportunities to support the organization's programs and strategic priorities, including conducting prospect research, developing proposals, and submitting them.

- Oversee revenue development initiatives designed to diversify and grow revenue streams that support, sustain, and grow programs and operational capacity.
- Identify new revenue sources through creative partnerships and business development opportunities.
- Make key donor calls.

## Community Partnerships

- **Seek out innovative partnerships with human service nonprofit and government agencies to meet the ever-increasing needs of Emmaus House residents; explore partnerships in areas such as job placement, legal assistance, education, life skills, and counseling.**
- Ensure that all contractual deliverables are achieved, and that transparency and accountability are central to partner relationships.
- Serve as the chief liaison with partner agencies.

## Board Relations

- **Maintain a strong and transparent working relationship with the Board, ensuring open communication about the measurement of financial, programmatic, and impact performance.**
- Support the Board in its recruitment of diverse, highly qualified members, in its financial development initiatives, and in its ongoing committee work.
- Facilitate and serve as a resource for any Board-driven short or long-range planning initiatives.
- Encourage quality engagement through committee work designed to leverage the skills and experiences of all Board members.
- Provide regular and concise reports to the Board to ensure a transparent flow of operating and financial information.



# Required Attributes, Skills, and Qualifications

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The Executive Director must share a passion for the mission to provide safe, affordable, recovery housing within a supportive community. They should be prepared to lead both strategically and operationally—working closely with staff and stakeholders to ensure the mission is carried out in daily practice—and possess a variety of attributes, including the following:

## Education and Experience

- **Progressive executive leadership experience, preferably within nonprofit organizations, healthcare, or sectors serving people in recovery and/or experiencing homelessness.**
- **Broad understanding of the region’s human service delivery systems, both public and voluntary.**
- **Familiarity with local, state, and federal regulations that pertain to nonprofit operations, behavioral and public health industries, housing, and service provisions.**
- **Demonstrated ability to lead and develop a motivated and talented team, set clear expectations, and delegate workflow effectively.**
- Proven track record in financial resource development, successfully cultivating and soliciting major contributions/grants, growing earned revenue, and leading organizations to financial success.



- Significant fiscal management acumen and experience in budgeting.
- Working knowledge of available community resources, with the ability to make connections and partner with other nonprofit organizations and civic leaders, and identify resources to fulfill the organization’s strategic objectives.
- Exceptional interpersonal and communication skills, both written and verbal.
- Cultural competence and a deep understanding of the challenges faced by underserved populations; familiarity with the Best Practices of Recovery Housing (SAMHSA) and the Social Model of Recovery.

- Humility, the ability to seek feedback, and the initiative to seek out continued personal and professional growth.
- Experience managing stressful environments and exercising appropriate self-care.
- Bachelor's degree or the equivalent combination of skills and experience.

### **Additional Preferred Qualifications**

- Experience serving as the primary spokesperson for an organization with an ability to motivate diverse audiences such as corporate executives, government officials, civic groups, faith-based organizations, and community groups.
- Experience in negotiation and collaboration, skill in developing and maintaining effective partnerships, and an understanding of and commitment to community-based collaboration.
- Demonstrated experience in strategic planning and execution.
- Master's degree (MPH, MSW, or related advanced degree) and/or certifications related to substance use disorder would be highly desirable.

### **Schedule and Location**

- Full-time, salaried position expected 40 hours per week.
- Hours are 9:00 am - 5:00 pm, Monday - Friday, with the ability to respond to emergencies or time-sensitive matters on evenings and weekends as necessary.
- Ability to accommodate early-morning or after-hours meetings due to donor schedules.
- Office space will be available either on-site at an Emmaus House residence or hybrid, as duties allow.
- ADA-compliant office setting.
- Regular local travel is required; one must have a clean driving record and the ability to drive a personal vehicle for work-related activities.
- In-person position (hybrid potential).

## **Compensation**

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Emmaus House is committed to attracting an extraordinary leader for this position through a compensation package that includes a competitive salary in the range of \$120,000-\$130,000. While Emmaus House does not yet have a formal benefits program in place, the Board recognizes the importance of supporting employee well-being and is actively exploring options as the organization grows. A health care stipend or reimbursement to help cover individual needs would be discussed upon offer of employment.



# Equal Opportunity Employer Statement

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Emmaus House is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, genetic information, race, national origin, religion, sex, sexual orientation, status as a protected veteran, or any other identities protected by law.

**To Apply:** Please submit a cover letter and resume by June 14, 2025, by applying [HERE](#). Applications will be accepted until the position is filled.

**Questions:** [EmmausHousesearch@mossandross.com](mailto:EmmausHousesearch@mossandross.com)

Emmaus House of Raleigh  
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<https://emmaushouseofraleigh.org/>