



Caring Services Executive Director

Salary range: \$80,000-\$95,000

Caring Services provides a holistic continuum of care for people with substance use disorders, providing a much-needed bridge between the devastation of addiction and a successful return to family and society as productive community members.

Today, Caring Services owns and operates ten transitional houses on one campus in the High Point community, which can house 82 individuals. Caring Services is recognized in the community and throughout the state as having an innovative and comprehensive approach to providing services based on best practices. Services include transitional housing (a 6-24 month program), supported living through recovery apartments, a substance abuse intensive outpatient program, outpatient treatment, case management services, life skills development, veteran-specific services through the Vet Safety Net, individual and group counseling, DWI services, a food pantry, and a clothing donations closet.

Caring Services' current Executive Director is leaving the area for family reasons; the board seeks a new Director to lead them into the next phase of growth to enable more individuals to gain recovery from addiction.

Ideal candidates for the Executive Director position will demonstrate:

- A deep commitment to community-driven processes and genuine respect for all people
- High energy, enthusiasm, and a strong sense of motivation for the mission
- Flexibility, patience, and the ability to navigate complexity and uncertainty
- Strong analytical and strategic thinking skills
- Perspective, vision, and persistence in pursuing long-term goals
- A sense of humor and the ability to build positive relationships
- Focus, accountability, and consistent follow-through

Reporting to the Board of Directors, the Executive Director will be responsible for the overall efficient and effective operations of the agency, including:

- Providing operational and fiduciary oversight and responsibility of the agency, including monthly analytical and financial reporting to the Board of Directors

- Developing, implementing, supervising and ensuring compliance of operations according to administrative and clinical protocols, as well as all applicable federal and state regulations
- Supporting the development, implementation, and supervision of infrastructure, as well as leading the recruitment, retention, and replacement of Board of Directors members
- Developing, implementing, documenting and monitoring all agency financial control procedures and policies
- Leading and executing the agency's marketing efforts
- Facilitating collaborations and interactions with other community-based agencies
- Completing annual staff performance reviews and evaluations, incorporating feedback from the population served, co-workers, direct supervisor and the employee being evaluated
- Establishing and maintaining appropriate human resource procedures and recordkeeping in compliance with applicable statutes and laws
- Periodically reviewing existing revenue sources and identifying new ones, with assistance from the Program Development Director
- Ensuring staff development and training opportunities, in consultation with the Clinical Supervisor
- Overseeing all volunteer functions of the agency
- Managing all agency grant programs and contracts
- Maintaining knowledge of, and ensuring compliance with, all state and federal regulatory bodies
- Ensuring adherence to the Board of Directors' approved Policy and Procedure Manual and Personnel Policy & Procedure Manual
- Safeguarding confidentiality regarding sensitive material, including employees' and service users' rights to privacy, and protected health information

The ideal candidate will have an associate's degree (A.A./A.S./A.A.S.) or higher, and 2-3 years of prior experience working in the behavioral health profession. Experience in the substance abuse field is greatly desired. Experience in nonprofit management and fund development is preferred.

All information submitted by applicants will be kept confidential according to EEO guidelines.

Caring Services has engaged Capital Development Services (CapDev) to conduct a search for this position. Inquiries regarding the position may be directed to search@capdev.com.

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