

Position Title: Executive Director of the CDRC

Purpose:

The purpose of the Executive Director's position is to guide, coordinate and facilitate the CDRC, Inc. toward the fulfillment of its mission in the long term recovery effort, and to represent the organization to the community and county.

Accountability:

The Executive Director is accountable to the Board of Directors of the CDRC, Inc.

Duties:

1. Coordinating the Long Term Recovery including but not limited to:
 - a. Coordinating the various projects through the CDRC committee steps ensuring that proper follow up happens in a timely manner for each client
 - b. Building relationship with, and cooperating with, the Coalition partner agencies
 - c. Ensuring that the CDRC Committee meetings are happening to keep things moving
 - d. Oversee grant application submissions & grant reporting, seeking grant opportunities
 - e. Scheduling and publicizing training opportunities for CDRC volunteers
 - f. Recruit Volunteers (for CDRC committees, site work, office help, etc.)
 - g. Recruit volunteer groups and assure that they are hosted and supervised using partner agencies
 - h. Maintaining appropriate confidentiality of clients
 - i. Avoiding duplication of services provided by other agencies to clients
2. Building Community Relationships including but not limited to:
 - a. Discovering and being aware of community resources that are useful in the long term recovery process, connecting those resources to the proper committee or case manager as needed
 - b. Seeking opportunities to speak to community groups about ways to be involved in the long term recovery work (including giving and volunteer opportunities)
 - c. Publicizing the accomplishment of CDRC and its continuing recovery effort
3. Administration including but not limited to:
 - a. Developing and maintaining a business model that produces exceptional mission impact and sustained financial health of the CDRC.
 - b. Supervising volunteers and part-time staff
 - c. Generate reports using CAN system
 - d. Monitor finances in coordination with the treasurer and finance committee
 - e. Fulfilling the directives of the CDRC board
 - f. Ensuring that the policies of the Board are carried out
 - g. Attending and Reporting to CDRC Board meeting
 - h. *Ex Officio* member without vote on all CDRC committees and the CDRC Board
4. Other duties as needed or as directed by the Board or the chairperson or vice-chairperson
5. It is noted that attendance at evening meetings may be necessary to fulfill these duties

Desired Skills:

- Candidates must consistently demonstrate the ability to work independently and as a member of a team or committee
- Project Coordination and Facilitation; creativity and problem solving skills.
- Ability to prioritize projects and manage time effectively
- Ability to think strategically, facilitate committee goal setting and implementation.
- Excellent interpersonal, and communication (oral and written) skills
- Proficiency in Microsoft Office programs
- Database analysis skills including demonstrated ability to write reports, build queries and spreadsheets
- Public Speaking
- Grant Writing
- Publicity

Qualifications:

- Bachelor's degree or equivalent professional experience.
- Experience in grant writing and/or fund raising.
- 3 or more years of experience in leadership and administration
- Valid driver's license and transportation
- Must be bondable

Optional/Bonus qualifications

- Some fluency in Spanish Language
- Non-Profit experience

On the Job Training may include:

- Learning the Red Cross CAN website system for tracking and reporting,
- Attending Case Management training (so that the director fully understand the scope of case manager's responsibilities and methods)

Term:

This position is a full time exempt position on a one year contract and is renewable providing both funding and sufficient continuing long term recovery needs exist. The renewal may be for a shorter or longer period of time as circumstances dictate at the discretion of the CDRC board. If the Board of CDRC determines that the director is not adequately fulfilling the expectation of this position description, the contract may be terminated by action of the CDRC board in consultation with Church World Service and in accordance with CWS policies.

Application:

- Submit resume and cover letter by the deadline.
- Candidates may submit additional supporting materials.
- The successful candidate must pass a criminal background check.
- The search committee will need to speak with at least 3 professional references.
- The final hiring decision is an action of the CDRC Board upon recommendation of the committee.

The CDRC is committed to considering all applicants in a fair and equitable manner regardless of race, religion, creed, gender, nationality, age, sexual orientation or gender identity.

Application Deadline: Monday June 5, 2017 or until the position is filled

Submit cover letter, resume, and other supporting materials to
CDRC Executive Director Search Committee,
PO Box 87902
Fayetteville, NC 28304
or email to info@cdrnc.org (Adobe/PDF attachments are preferred)