



## **Executive Director**

### **Position Overview**

#### **Overview**

O'Brien House is seeking a dynamic and passionate nonprofit professional to fill the role of executive director, responsible for advancing the organization's mission and vision. Emergent Method, a Louisiana-based management consulting firm, has been retained by the O'Brien House to facilitate this executive search and hiring process. This position is an extraordinary opportunity for a dynamic professional skilled in fiscal management and communication to lead an established organization on its continued mission to serve adults in the Baton Rouge community recovering from alcohol and drug addiction.

This executive director is expected to take responsibility for management and oversight of all administrative, facility, programming, and fundraising functions of the organization, in addition to leading strategic development and direction initiatives that advance the organization's mission. This role will also serve as the face of the organization within the Baton Rouge community, developing and maintaining relationships with community leaders, members, and stakeholders, in addition to other community organizations, to collaborate on strategic planning, grant writing, and fundraising efforts. The executive director reports to the O'Brien House board of directors, comprised of community volunteers and stakeholders.

O'Brien House is a community-based, nonprofit long-term residential treatment facility serving homeless, underserved addicts in recovery. Treatment services align with a twelve-step program in an abstinence-only environment.

#### **Job Description**

The ideal candidate must have significant experience leading a nonprofit or community-based organization, including demonstrated fundraising and financial management skills, securing grants, building community networks and maintaining critical relationships, and collaboration with stakeholders, community members, and the board of directors.

#### **Operations and Administration**

- Oversee the day-to-day operations of O'Brien House, including budgeting, compliance with licensure and accreditation, and maintenance of safe, livable accommodations, offices, and facility
- Serve as a role model to the facility's clients, with a strong desire to help individuals on their recovery journey
- Manage the day-to-day responsibilities of personnel and staff, including hiring, performance management, discipline and employee separation processes, and monitoring resources in line with operational needs
- Assure services are rendered effectively and respectfully and records are maintained correctly
- Work with the accounting and finance team to maintain detailed and accurate financial documentation, including completing an annual audit and any other compliance or regulatory processes
- Research, prepare, and submit documents for grant funding
- Oversee execution and success of prevention and community outreach programs
- Maintain and uphold compliance measures per the Policy & Procedure Manual (PPM)



## Public and Stakeholder Engagement

- Serve as the spokesperson, representative, and public-facing advocate to external stakeholders and the general public in a manner consistent with the organization's mission and objectives
- Providing direction on messaging for effective and strategic communication plans to build awareness of the O'Brien House's services and successes amongst stakeholders and the general public
- Meet with directors of other organizations, and state, regional, and local officials as needed/required
- Identify and pursue funding streams within community, state, and federal sources to develop additional revenue streams
- Advocate for policies that further the mission, vision, and goals of O'Brien House and keep board members and leadership informed on relevant information, legislation, or regulatory changes that may impact operations
- Foster relationships and programming to increase the continuation of care model for clients after their departure from the criminal justice system

## Qualifications

### Education and Experience

- A bachelor's degree in business management, social work, psychology, or related field required; master's or graduate degree considered a plus
- Demonstrated experience in leading nonprofit organizations and fundraising
- A minimum of three years of professional experience in dealing with substance addiction, mental health, crisis intervention, inpatient/outpatient treatment, or comparable subject matter
- Experience in nonprofit administration and management, fundraising and community engagement
- Relevant certifications such as the Certified Nonprofit Professional certification preferred
- Experience in accreditation, credentialing, and licensure of long-term treatment or medical facilities
- Experience developing fundraising and sponsorship initiatives with measurable achievement towards goals
- Willingness to remain accessible twenty-four hours a day in case of emergency or crisis

### Knowledge, Skills, and Abilities

- Strong people management skills, with the ability to excel in the process of training, motivating and directing employees to optimize workplace productivity, and promoting professional growth
- Able to motivate and support board members, staff, and partners to set and reach targeted annual fundraising and sponsorship goals
- Ability to spearhead fundraising initiatives, including goal setting, planning, outreach, and expansion
- Strong knowledge of grant writing and sponsors
- Working knowledge of Medicaid or experience in billing cycles, clinics, or the healthcare industry
- Emotional intelligence and self-awareness to remain sensitive to the dynamics of individuals in recovery and those who support them



- Exceptional oral and written communication, including public speaking
- Compassion and ability to listen effectively to others
- Able to facilitate collaboration to identify and execute on best ideas
- Exceptional problem-solving skills, with the ability to spot risks, take ownership of challenges, and develop solutions

### **Compensation**

The salary range for this position is \$80,000-\$100,000, commensurate with experience. A competitive benefits package will also be offered.

### **How to Apply**

Candidates should submit a resume with a cover letter and references to [obrienhouse@emergentmethod.com](mailto:obrienhouse@emergentmethod.com).

O'Brien House is an equal opportunity employer. It does not discriminate against employees or applicants for employment on any legally recognized basis or any protected class under federal, state, or local law.