# About Positive Directions-The Center for Prevention & Counseling

Founded in 1971 and based in Westport, Connecticut, Positive Directions-The Center for Prevention & Counseling, Inc. is a 501(c)(3) not-for-profit organization committed to our mission of providing innovative community leadership in mental health, substance prevention, and peer support. Our clinical services include individual and family counseling and medication management, offered in-person or virtually. Our prevention department leads community collaboratives in Mid-Fairfield County in developing educational and environmental strategies that build mentally healthier communities and help prevent substance misuse. Our prevention department also oversees our peer support work, which includes the statewide young adult-developed CT Support Group virtual platforms as well as our free virtual peer support groups. Positive Directions is a thriving agency, well respected throughout our community and the State of Connecticut.

# Executive Director

The Executive Director is the key management leader of Positive Directions. The Executive Director must be a confident, hands-on leader with a track record of success in organizational management, including deep managerial and operational expertise. The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the agency. Key duties include fundraising, marketing, and community outreach. The successful candidate will understand the importance of a robust partnership with the Board and staff, and will ensure fiduciary responsibility, sound financial management practices, and accountability while remaining creative and innovative. The Executive Director reports directly to the Board of Directors and works in service to our staff, clients and communities.

# GENERAL RESPONSIBILITIES

## Regulatory and Licensing Requirements

The Executive Director is responsible for ensuring that all programs of Positive Directions meet the requirements of a nonprofit organization in the State of Connecticut and ensuring compliance with all applicable federal, state, and local laws and regulations, including funding requirements and requirements to maintain accreditation by state agencies.

## Fundraising

The Executive Director shall be responsible for fundraising and for developing resources sufficient to ensure the financial health of the agency. The Executive Director must have experience in fundraising leadership and shall have familiarity with a wide range of fundraising channels including individual, corporate, foundation and government giving. As the face of Positive Directions, the Executive Director must be able to effectively articulate and convey the mission and priorities of the agency to a wide range of constituents including donors, Board members, staff, clients, federal, state and local government agencies, and community organizations.

## Financial Performance and Viability

The Executive Director shall be responsible for the fiscal integrity of Positive Directions and shall develop resources sufficient to ensure its financial health through grants, fundraising, community and corporate contacts, treatment, and prevention programs and through the institution of sound financial practices and policies. The Executive Director shall oversee the preparation of and shall submit to the Board a proposed annual budget and monthly financial statements which accurately reflect the financial condition of the agency.

## Organizational Mission and Strategy

The Executive Director will work with Board and staff to ensure that the mission of Positive Directions is fulfilled through programs, strategic planning, and community outreach and will be responsible for leading strategic planning to ensure that Positive Directions can successfully fulfill our mission into the future. The Executive Director shall be responsible for the enhancement of Positive Directions’ image by being active and visible in the community and by working closely with other professional, civic, and private organizations. The Executive Director will supervise compelling cross-platform communications, including e-communications, direct email marketing messages, online experiences, and other content. The Executive Director will be skilled in leading the agency’s efforts to enhance strong brand recognition and will connect and sustain excellent relationships with existing and potential partners, government agencies, and policy leaders.

## Organizational Operations

The Executive Director shall be responsible for the effective administration of Positive Directions’ operations. Operational responsibilities include hiring and retaining qualified staff, supervising department directors, and ensuring best practices related to human resources. The Executive Director shall also be responsible for signing all agreements, grants and related documents made and entered into on behalf of the agency.

# EXPERIENCE

A minimum of three (3) years’ experience in a responsible leadership position (e.g. program, department or organization level).

Experience in building and/or sustaining organizational or program capabilities.

Experience in the behavioral health sector, with clinic management experience strongly preferred

Supervisory experience

Track record of success in fundraising.

Excellent oral and written communication skills and confidence in public speaking.

# EDUCATION

A master’s degree is required.

# COMPENSATION

The successful candidate will be offered a compensation and benefits package, with a salary range of $120,000 to $140,000, commensurate with experience, and the option for health insurance.

# EQUAL OPPORTUNITY EMPLOYER

As an equal opportunity employer, Positive Directions values having a diversity of experiences and backgrounds in our staff. Positive Directions will not discriminate against an applicant or an employee because of race, color, religion, age, gender identity or expression, marital status, national origin, ancestry, behavioral health history, learning disability, physical disability, sexual orientation, genetic information, veteran status or any other characteristic protected by applicable federal, state, or local laws. Positive Directions will not discriminate against an applicant or employee in relation to pregnancy, childbirth and related conditions.

To apply, please submit both a resume & cover letter, via email only, to: positivedirectionsedsearch1@gmail.com. Please name documents clearly with **Last Name** in the document title.

For more information on Positive Directions, visit our website at: [www.positivedirections.org](http://www.positivedirections.org/)