

## About Positive Directions

Founded in 1971, Positive Directions - The Center for Prevention & Counseling Inc, is a Westport, Connecticut, community- based 501(c)(3) not-for-profit organization committed to the mission of supporting individuals, families, and communities by providing treatment for mental health and addictive behaviors, and prevention programs that build resiliency and life skills in adolescents, adults, and families. Our prevention staff, collaborating with town and city governments and other local partners, ensures our communities are informed regarding risky behaviors, working to help adolescents and their families make healthy choices and decisions. Clinical services include individual and family counseling, with the option of teletherapy and telepsychiatry, serving principally the towns of Fairfield, Norwalk, Weston, Westport and Wilton. 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

### ***1) 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.

## **2) *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.

## **3) *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.

## **4) *Organization 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 strategic planning to ensure that Positive Directions can successfully fulfill its 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 in its efforts to enhance strong brand recognition and will connect and sustain excellent relationships with existing and potential partners, government agencies, and policy leaders.

## **5) *Organization Operations***

The Executive Director shall be responsible for the hiring and retention of competent, qualified staff and for the effective administration of Positive Directions' operations. 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 organizational sustainable capabilities
- Experience in clinical management, and/or experience with the provision of clinical services and the expectations or demands on service providers strongly preferred.
- Experience with mental health agencies and/or service providers a plus. 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 salary range is between \$120,000-\$130,000 and the successful candidate will be offered a competitive benefits package.

## EQUAL OPPORTUNITY EMPLOYER

Positive Directions is an equal opportunity employer. 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, past history of mental disorder, mental retardation, 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, including the right to a reasonable accommodation to the known limitations related to pregnancy, childbirth and related conditions, including the right to a reasonable accommodation to the known limitations related to pregnancy.

We are accepting candidate resumes & cover letters via email only at:  
[positivedirectionsedsearch1@gmail.com](mailto:positivedirectionsedsearch1@gmail.com).

Please name your documents clearly with **Last Name** in document title.

Resumes and cover letters will be accepted until the position is filled.

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