

<b>Job Title</b>	Executive Director – The Council on Recovery (Austin, TX)
<b>Employer/ Agency</b>	The Council on Recovery
<b>Job Description</b>	<p><b>Duties &amp; Responsibilities</b></p> <p><i>Core Responsibilities</i></p> <ul style="list-style-type: none"> <li>• Serve as the face of The Council on Recovery in the Greater Austin area, providing professional leadership to sustain a mission-driven organization.</li> <li>• Recruit others who are capable of and dedicated to assisting the organization in achieving its agency mission, service goals, and program outcomes.</li> <li>• Work closely with the Chief Financial Officer to develop an annual operating plan and corresponding budget that implements The Council’s short- and long-term goals.</li> <li>• Successfully implement Board of Directors-approved strategic plans.</li> <li>• Maintain an effective understanding of the field of chemical dependency, including changes and trends.</li> <li>• Build census for privately funded clients.</li> <li>• Establish an organizational culture that builds collaboration among employees, sets a standard for high productivity, and encourages continued professional development of all employees.</li> <li>• Monitor and ensure compliance with all legal requirements.</li> <li>• Perform other duties as assigned.</li> </ul> <p><i>Marketing and Branding</i></p> <ul style="list-style-type: none"> <li>• Establish the Council as <i>THE</i> place to start for anyone requiring assistance with an addiction-related issue.</li> <li>• Understand the needs of the community and clients.</li> <li>• Act as Chief Marketing Officer for the agency in collaboration with public relations firm Influence Opinions, and as the “voice” of The Council in Austin.</li> <li>• Work with community leaders and media to enhance The Council’s visibility.</li> <li>• Identify and expand service contracts both with corporate human resources directors and with city and county officials.</li> <li>• Interact with other organizations in the medical, recovery, faith, and educational communities as well as with such additional organizations as may be warranted.</li> <li>• Develop strategic alliances with organizations in the public and private sectors as may be appropriate for the achievement of The Council’s vision, mission, and goals.</li> </ul> <p><i>Leadership and Corporate Development</i></p> <ul style="list-style-type: none"> <li>• Work with the Chief Advancement Officer to launch a corporate recruitment and service development plan.</li> <li>• Identify and train board and alumni ambassadors for The Council.</li> </ul> <p><i>Relationship with the Board of Directors</i></p> <ul style="list-style-type: none"> <li>• Work in partnership with staff leadership to accomplish The Council’s mission, vision, and goals within the context of Board governance.</li> <li>• Make recommendations as required to improve existing policies.</li> <li>• Make recommendations for board action, as necessary.</li> <li>• Facilitate the board’s decision-making process.</li> </ul>

	<ul style="list-style-type: none"> <li>• Keep the board and CEO informed of organizational activities, progress, opportunities, and problems.</li> <li>• Provide timely reports of organizational operations.</li> <li>• Be open and receptive to board member ideas and suggestions.</li> </ul> <p><i>Fiscal Management</i></p> <ul style="list-style-type: none"> <li>• Work with the Chief Financial Officer to prepare a balanced annual budget.</li> <li>• In cooperation with the Chief Financial Officer, operate within the budget.</li> <li>• Ensure that fiscal management complies with all legal requirements.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Proven ability to provide leadership and initiative.</li> <li>• Demonstrated track record in the specified skill sets of this job description.</li> <li>• Demonstrated excellence in communications and interpersonal skills, with clear ability to communicate effectively with management, co-workers, the board and the public in individual and group settings.</li> <li>• Proficiency in use of the computer and related standard office technology.</li> <li>• A valid Texas driver's license and a clean driving record.</li> </ul> <p><b>Education and Experience</b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree, as a minimum; preferably a Master's Degree.</li> <li>• Minimum of 10 years of progressively responsible leadership with an established track record as chief executive or senior staff member of a nonprofit organization.</li> <li>• Knowledge and familiarity with rehabilitation and addiction treatment, 12-Step recovery programs a plus.</li> <li>• Strong knowledge of the Austin-area philanthropic and public funding environments.</li> <li>• Strong knowledge of the Austin-area system of behavioral health services and support including the recovery community.</li> </ul>
<b>Salary/Hours</b>	Commensurate with experience; 8:30am-5:00pm (Occasional evenings/weekends)
<b>Employer/Agency</b>	The Council on Recovery
<b>Address</b>	303 Jackson Hill St.
<b>City, State, Zip</b>	Houston, TX 77007
<b>Contact Person</b>	Mary Catherine Conway
<b>Contact Title</b>	Human Resources Coordinator
<b>Fax Number</b>	281-200-9341
<b>Email Address</b>	<a href="mailto:HrDept@councilonrecovery.org">HrDept@councilonrecovery.org</a>
<b>Application Method</b>	<b>Contact:</b> Human Resources FAX: 281-200-9341 or <a href="mailto:HRDept@councilonrecovery.org">HRDept@councilonrecovery.org</a>
<b>Opening Date</b>	Immediately

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