



## **EXECUTIVE DIRECTOR**

Vineyard House, a non-profit residential community for men and women in early recovery from drug and alcohol use disorder, is seeking a motivated and compassionate administrator to oversee the Vineyard House campus and direct its operations.

The executive director will report directly to the Board of Directors and will serve as ex-officio member of the Board and all standing committees. Responsibilities include working with the President to develop meeting agendas, managing financial matters in collaboration with the Treasurer and working with Board members to establish policies, seek sources of funding and set strategic goals and objectives for the organization.

### Specific Responsibilities:

- Oversee day-to-day operations of Vineyard House, Inc. in accordance with the organization's bylaws and policies.
- Supervise a small staff including house managers, recovery advocates and a case manager.
- Consult regularly with the Board President and Executive Committee; meet biweekly with the Resident Support Committee.
- Direct outside bookkeeper, prepare budgets and meet with auditors and investment counselors as needed, in coordination with the Board's Finance Committee.
- Collaborate with Board and volunteers on annual appeal, grant development and other fundraising activities, including the Water Tasting by the Sea.
- Work closely with caretaker and subcontractors to ensure the facility and grounds of Vineyard House are maintained and yearly inspections are performed.
- Represent Vineyard House with allied community organizations, including Martha's Vineyard Hospital, Martha's Vineyard Community Services and the Substance Use Disorder (SUD) Coalition.
- Manage Vineyard House's external communications, including maintaining website and social media presence.
- Direct yearly certification through the Massachusetts Alliance of Sober Homes.

### Experience and required competencies:

- Bachelor's degree or equivalent life experience.
- Ability to work successfully with a range of stakeholders – board members, residents, donors, volunteers and professionals in the field of addiction recovery.
- Supervisory experience, preferably for a non-profit organization in the human services field.
- Excellent written and verbal communications skills.
- Proficiency with computers, working knowledge of social media.
- Experience with fundraising and/or grant-writing preferred.
- Highly organized, collaborative and compassionate.
- Sensitive to the needs of the Island recovery community.

Vineyard House is a stable, financially healthy organization, now celebrating its 25th year helping Islanders recover from addiction and become productive members of the community. This is an exceptional opportunity for candidates with demonstrated leadership ability and desire to help fellow Islanders achieve meaningful life change. Competitive compensation based on experience and skills.

Please send cover letter and resume to Search Committee, c/o Vineyard House, P.O. Box 4599, Vineyard Haven, MA 02568, or by email to [vineyardhousesearch@gmail.com](mailto:vineyardhousesearch@gmail.com).