

Executive Director- Hope House

If you are passionate about making a difference in the lives of women facing addiction and are ready to lead with integrity and compassion, we invite you to apply.

Location of position: Point Edward, Cape Breton, Nova Scotia

KEY RESPONSIBILITIES

The Executive Director will provide oversight and leadership to the Hope House organization and execute strategic planning in partnership with the board of directors. They will have the ability to plan, collaborate, execute, and adjust projects as required and ensure effective communication with the donor community, staff, and board of directors. The Executive Director will be responsible for creating a safe environment for staff and residents. They will lead and empower a team of managers and staff and act as a liaison between community resources and partners, including the recovery community and alumni, as well as treatment centres, mental health facilities, and other non-profit organizations.

OPERATIONAL MANAGEMENT:

- To promote a consistent vision and mission as guided by the board of directors.
 - Develop appropriate policies and programs that align with the organization's mission.
 - Attend monthly board meetings and provide weekly updates to board chair.
- To oversee the general day -to -day operations of Hope House.
 - Provide oversight for the grounds and facility and support the board of directors and the facilities committee in necessary upgrades.
 - Ensure resident's safety and emotional and spiritual wellbeing.
 - Ensure a resident's experience reflects a holistic approach to wellbeing.
- To supervise operations, coordination and other support staff.
 - Facilitate staff meetings, oversee staff schedules, and help ensure staffing and on-call requirements are met. Performance management, determining staffing requirements, facilitate interviews, hiring and training of all employees.
 - Provide staff education and development.
- To oversee clinical operations.
 - Ensure delivery of an evidence-based, trauma informed recovery program. Work closely in consultation with clinical staff to ensure a safe intake process.
 - Support resident reintegration into the community and monitor their outcomes.
 - Support families as they heal from trauma and addiction.
 - Support ongoing research around resilience in recovery.

FINANCIAL MANAGEMENT:

- To provide input in annual budgeting and manage the organization within budget constraints.
 - Work with the Board to provide valuable insights into the organization's projected revenues and expenses for annual budgets.
 - Responsible for operations within budget constraints, seeking opportunities for revenue growth and operational expense controls.
 - Work in collaboration with the board of directors in securing grants.

COMMUNITY NETWORKING AND FUNDRAISING:

- To work in collaboration with the board of directors on various fundraising initiatives.
- To support interagency collaboration and bring awareness of the needs of at-risk women.
 - Work with community partners to develop efficient methods to meet those needs.
 - Be an advocate for women afflicted by poverty, addiction and/or mental health disorders in our community.

JOB REQUIREMENTS

- Post-Secondary Education – bachelor’s degree; MBA preferred.
- 10 years proven track record in managing, motivating and leading teams.
- Proven leadership skills, and experience leading diverse teams.
- Able to communicate effectively with various stakeholders.
- Must value transparency and teamwork.
- Have an awareness of social justice issues and issues pertaining to women, race, class, gender and reconciliation.
- Able to handle crisis situations professionally.
- Must possess an understanding of residential operations and the ability to balance supervision of residents with facility management.
- Familiar with Microsoft Office including Word, Excel, PowerPoint.
- Must be a person of integrity with a heart of compassion for women facing addiction and substance abuse.
- Must have a valid driver’s license and provide a clean Driver’s abstract.
- Must successfully pass a detailed background check including criminal records check, and child abuse registry check.
- Must agree with the Statement of Faith and verify active involvement in a local church.
- Must live a substance-dependent-free life.

Important

Please submit a cover letter along with your resume to board@cbhope.ca addressing the following:

- What is your motivation in applying for the position of Executive Director of Hope House?
- In the position of Executive Director, what would be your vision for Hope House?
- What skills do you bring to the position of Executive Director that will make you successful?

Our mission is to provide support and opportunities to women who desire to be substance-use-free. We are committed to assisting women and their families in restoring health, faith, well-being, and hope for their lives.

Our vision is to see a generation of women who are free from addiction, unshakeable in their dignity and self-worth, and equipped to impact their community.

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