

Executive Director Position, Recover Wyoming, 122 West Lincolnway, Cheyenne, WY 82001

Open: February 14, 2020. Closes: Close of Business March 14, 2020.

Selection Date: May 1, 2020 Starting Date: June 1, 2020

Reports To

The Executive Director reports to the Recover Wyoming Board of Directors.

Job Overview

The Executive Director provides leadership and oversight for Recover Wyoming, a federally recognized Recovery Community Organization located in Cheyenne, Wyoming. The ED is responsible for all staff management, fiscal and administrative management and adherence to grant policies, fundraising and community partner relationships.

Salary

\$50,000-\$60,000 base salary plus health insurance and 401(k)

Responsibilities and Duties:

- Advocacy on recovery related topics including community partnership development; local, state and national recovery related policies and legislation.
- Grant writing and management including federal, state, local government grants and foundation grants to develop and promote recovery from addiction by providing direct recovery support.
- Provide fiscal, staff and volunteer management.
- Assist the RW Board in fundraising efforts for Recover Wyoming.
- Manage program oversight and direct contact with persons seeking or in recovery.
- Guide promotion and marketing for Recover Wyoming including website updating and social media communication.

Qualifications and Experience:

- Bachelor's Degree in related field, Master's Degree preferred.
- Skill and comfort in public speaking and community partner engagement.
- Non-Profit management experience, including program, staff and volunteer management.
- Experience in creative fundraising.
- Successful experience in grant writing and management.

To Apply:

To apply, please provide a resume, including contact information for prior employers during the past five years, three to five references and cover letter. Submit electronically to:

admin@recoverwyoming.org