

**Ohio Citizen Advocates for Addiction Recovery (OCAAR) Seeks Candidates
for Chief Executive Officer**

SUMMARY:

DIRECTS the day-to-day operations to achieve the strategic goals of the Ohio Citizen Advocates for Addiction Recovery (OCAAR).

PRIMARY RESPONSIBILITIES:

Operations:

- All organizational activities
- Strategic planning for organization
- Operate and Maintain Advocacy Program
- Develop and maintain relationships with all appropriate statewide agencies
- Attend all community meetings related to advocacy
- Maintaining and organizing all Board of Director activities
 - recruitment
 - training
 - administrative functions
 - communication
 - development
- Maintain organization's technology

Resource Development / Grant Management:

- Develop and maintain all fundraising activities
- Develop and maintain all membership, with support from Director of Recovery Services
- Writing, and applying for new grants
- Manage current grants and all deliverables
- Maintaining organizational website
- Represent OCAAR and provide trainings conferences and meetings regionally, state-wide and nationally]
- Develop new programming

Fiscal Management:

- Develop and Manage Organizational budget, with support from the Director of Accounting
- Develop and provide oversight on Accounting Controls in collaboration with Director of Accounting.
- Maintain transparency and accountability for all monies received and expended

Human Resources:

Manage all OCAAR staff members

Managing all payroll and benefits, hiring and firing

Maintain open communication with OCAAR staff, a high moral and effectiveness

Required Skills:

Minimum 2 years of experience successfully running a non-profit organization

Minimum of 2 years of experience successfully managing human and financial resources

Demonstrated ability to raise funds

Ability to work collaboratively with professionals of a variety of disciplines

Working knowledge of Microsoft Word, Excel, PowerPoint, QuickBooks, WIX

Ability to write grammatically correct routine business correspondence such as letters, meeting minutes, grant submissions and other documents as required.

Ability to work under high pressure situations while maintaining composure and objectivity.

Ability to understand financial information and perform basic math functions.

Ability to be flexible, work under pressure

Education Requirements:

Four-year college degree required

Instructions to applicants:

Apply by emailing the following documents to: cgreenwade@heartlandhighschool.org **no later than Friday, August 13th at 5:00pm**

1. Cover Letter
2. Resume
3. Three Professional References, including their contact information.

Diversity/EEO Statement

Ohio Citizen Advocates for Addiction Recovery is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.