

## **EMPLOYMENT OPPORTUNITY: EXECUTIVE DIRECTOR**

Chautauqua Alcoholism & Substance Abuse Council (CASAC) is a private not-for profit agency that has provided alcohol and substance abuse services to residents of Chautauqua County, New York for more than forty years. The Board of Directors is currently seeking a new Executive Director with an expected start date of June 1, 2016. The Executive Director is the key administration and management leader of the organization, responsible for planning, developing, implementing and monitoring agency programs. Ideally, the successful candidate possesses the following qualifications:

- Bachelor's Degree in Social or Behavioral Science - Master's Degree preferred
- 3-5 years proven experience in organizational management and leadership
- Strong credentialed prevention and addiction background
- Experience with meeting New York State OASAS requirements
- Experience successfully interacting with Board of Directors
- Strong public speaking skills
- Awareness of CASAC history and organizational evolution
- Demonstrates flexible, dynamic, and focused leadership skills
- Highly organized yet able to successfully work with others and delegate
- Prepared and presents reports to the Board in effective and timely fashion
- Assures the delivery of quality, up-to-date, services and programs
- Foster strong links to community, local agencies, and state regulatory authorities
- Oversees administration of contracts as approved by the Board of Directors
- Supervises formative evaluation of CASAC and agency programs and services
- Strong background and focus promoting outcome based prevention services
- Responsible for annual budget and accurate monthly financials
- Ability to work closely with the Chief Financial Officer assuring fiscal integrity
- Demonstrated success completing grant applications
- Successful fundraising experiences
- Ability to hire, fire, discipline, supervise, and promote as warranted
- Experience developing community and staff focused in-service programs
- Drive and energy to maintain an active and visible presence in the community
- Performs all other duties as required by the Board of Directors
- Excellent computer skills essential

Submit cover letter, resume, and three professional references in confidence (online only) to Dr. Gary M. Olson, Search Committee Chairman, no later than March 25, 2016. Drop box address: [c1e6ds@gmail.com](mailto:c1e6ds@gmail.com).