The Caldwell House
Lenoir, NC

Executive Director
Caldwell House seeks a mission-driven, passionate, and dedicated leader to serve as Executive Director.

The Executive Director is responsible for providing strategic vision and managerial oversight for all facets of the organization’s administration, fiscal management, resource development, community relations, and programming. The Director is hired by and reports to the Board of Directors.

The Organization | The Caldwell House

Over three decades ago, a group of concerned citizens decided to establish a halfway house for recovering alcoholics and addicts. They were able to purchase Kenham Lodge and the 10 acres surrounding it. Since that time thousands have begun recovery programs in this safe environment. Many of them have become very successful citizens in Caldwell County and surrounding areas.

The Caldwell House provides structure, responsibility, and accountability which are key to a person’s recovery. The House accepts only those persons who have completed at least four weeks of in-patient substance abuse treatment. The residents are adult males only. Residents accepted to Caldwell House are able to benefit from its therapeutic program as they learn how to re-enter society in a safe and healthy environment.

The Caldwell House principles are based on the 12-steps of recovery and require residents to attend 12-Step meetings on a regular basis.

In addition to providing a safe place for 26 recovering alcoholics/addicts, Caldwell House freely provides other services to the community at large.

An average stay at Caldwell House is between 8-12 months. The House requires at least a four-month commitment from residents and active involvement in the implementation of aftercare plans and employment.

The Opportunity | Executive Director

Executive Leadership & Strategic Management

- Serve as the principal resource to the Board of Directors and its key committees and give strong direction in policy formulation and interpretation.
- Partner with the Board of Directors to craft organizational goals and develop strategies to ensure that they are achieved.
- Ensure coordination and alignment of all activities through provision of strategic direction in the areas of community impact, resource development, and staff alignment.
- Directly supervise Assistant Director, House Manager, other staff deemed necessary.
• Assess organizational capacity to implement strategies and identify gaps in systems and staffing.
• Oversight of the operational and fiscal integrity of the organization within established policies.
• Manage the facility in such a manner that will assure the maximum benefit consistent with the purpose of the facility for all residents and staff.
• Oversee proper maintenance of the facility, including building, grounds, and equipment at a standard consistent with the policies and strategic goals.
• Conduct interviews with potential residents to determine acceptance into the facility.
• Review periodically the progress of each resident personally. Address any concerns or difficulties with suggested actions as necessary.
• Maintain all rules and regulations of the facility and see that all residents adhere to them. See that all disciplinary matters are handled in a forthright, professional, and legal manner.
• Be aware of and be involved in programs, activities, and actions in promoting the awareness of the facility with all appropriate treatment facilities and local community organizations to create understanding and acceptance.
• Attend and report at all board meetings except at such times as the board wishes to meet in executive session.

Development & Financial Management

• Be aware of and involved in fundraising programs and activities for the facility.
• Provide information to the Treasurer and/or grant writers as necessary for fundraising purposes.
• Develop and maintain relationships with treatment facilities and referral sources.
• Engage the community in explaining and supporting the facility’s mission statement.
• Manage organizational spending; monitor budget compliance and mitigate financial risks.
• Responsible for monitoring fiscal viability and objectives of the organization.
• Closely collaborate with the Treasurer and board to ensure the continued growth of donations to meet fiscal needs of the House.
• Work with the board in planning and implementation of potential capital campaigns.
• Create and grow relationships with funders and community representatives.

Candidate Requirements

Experience:
• Minimum of 5 years management/supervisory experience required.
• Prior experience working in substance rehabilitation; knowledge of grants and financial management; and experience working with non-profit boards are all desirable.
• Commitment to the program of Alcoholics Anonymous. At least five years of recovery/sobriety and personal engagement in a program is preferred.
• Excellent computer skills and ability to use Excel, MS Word, MS Office 365.

Leadership Attributes and Skills:
• Mission Driven: Commitment to the philosophy, mission, and programs of Caldwell House.
• Effective Communication: Excellent interpersonal, non-verbal, verbal, and written communication.
• Team player: Ability to create a culture of diversity, inclusivity, belonging, and collaboration.
• Positivity: Ability to work and lead with a positive attitude.
• Ability to set boundaries: Ability to deal with emotional situations and difficult circumstances, this person must set boundaries to avoid becoming personally involved with those they are helping.
• Multitask/Organization: Possess and demonstrate effective time management and organizational skills.
• Analytical thinking: Strong analytic and strategic thinking required for goals and to problem-solve crises and evaluate effectiveness of program and outcomes.
• Proven Leadership: Capacity to support staff while holding them accountable. Strong conflict resolution skills.

APPLY HERE

Caldwell House has retained Capital Development Services (CapDev) to conduct a search for this position. Candidates should include a cover letter and a resume. All material will be kept confidential. Additional inquiries may be directed to Claire Waiksnoris at search@capdev.com.