

Friends of Recovery Oswego County Executive Director – Job Description



Executive Director – Full Time

Location: Fulton, NY

Hours: 35 hours per week

Compensation: \$45,500-\$54,600

Position Summary:

The Executive Director serves as the chief executive of FOR Oswego County, a nonprofit Recovery Community Organization (RCO) lead by local recovery allies, dedicating to creating a culture that supports and sustains recovery for individuals and their families by supporting all pathways to recovery and decrease stigma. This role involves overseeing the administration, programs, and strategic direction of the organization, collaborating with the Board of Directors, staff, volunteers, and community partners to ensure sustainability, impact, and alignment with the organization's mission and values.

Key Responsibilities:

- Collaborate with and provide regular updates to the Board of Directors while managing staff and volunteers, ensuring effective delegation and communication across the organization
- Supervise, coach, and mentor staff and volunteers
- Foster a culture of diversity, equity, and inclusion, building trusting relationships with staff, volunteers, and stakeholders from diverse backgrounds
- Oversee daily operations, ensuring compliance with legal and regulatory requirements, and promoting efficiency across all organizational functions
- Ensure fiscal responsibility through oversight/management of the organization's budget, financial statements, and financial planning
- Lead fundraising strategies, including grant writing, donor relations, and special events
- Act as the primary spokesperson for the organization, advocating for recovery services and building relationships with community partners, government agencies, and funders
- Develop and execute long-term strategic plans that promote the mission of the organization and strengthen its impact within the community; Programs and objectives align with the pursuit of a common vision
- Seek out or provide professional development for self, staff and volunteers
- Ensure a trauma-informed, culturally competent environment that prioritizes the well-being of staff, volunteers, and individuals in recovery
- Extensive travel throughout the communities served
- Other duties as assigned by the Board of Directors, based on organizational needs and priorities

Friends of Recovery Oswego County

Executive Director – Job Description



The Successful Candidate Will Possess the Following Qualifications/Experience:

- Passion for the mission and values of Friends of Recovery Oswego County.
- Understanding and empathy for the needs of people who have been disenfranchised
- A minimum of 5 years of nonprofit management in the health and human services field. At least one (1) of these years will include a management or leadership role. A solid understanding of the 501(c)3 legal and operational framework is a plus.
- Strong communication and interpersonal skills
- Proven ability to manage multiple projects and assignments simultaneously and meet multiple deadlines.
- Knowledge of nonprofit accounting basics; (working knowledge of QuickBooks preferred). Moderate/expert skills in MS Excel and Word and similar office integration software.
- Experience using/analyzing qualitative and quantitative data to evaluate programs and other organizational activities to guide decision-making, fundraising success, organizational culture, and forward-looking planning and direction.
- Knowledge of confidentiality laws, including HIPAA, 42 CFR Part 2, and state-specific regulations governing substance use disorder treatment.
- Meticulous attention to detail in various functions of nonprofit leadership (e.g. report authorship, strategic development/campaigns, event planning, and execution, etc.)
- Proven track record of successful grant writing, securing funding, developing proposals, and managing grant compliance, reporting, and budget allocations to support organizational objectives.
- Strong networking skills - ability to develop and sustain local and regional partnerships.
- Bachelor's or Master's level education in a relevant field (e.g. counseling, psychology, public health, social work, education, etc.)
- Lived experience in recovery or personal/family experience overcoming substance use disorder (preferred)
- Must have a valid Driver's License & access to a reliable vehicle
- Successfully complete a background check as part of the hiring process.
- Ability to work occasional evenings and weekends in support of Friends of Recovery Oswego County

Updated: March 2025