

**NEW FUTURES
POSITION DESCRIPTION**

EXECUTIVE DIRECTOR

PART A: POSITION DESCRIPTION

POSITION SUMMARY

New Futures is a statewide nonprofit non partisan advocacy organization that promotes effective public policies and strategies to prevent and treat alcohol and other drug problems and support recovery in New Hampshire. New Future's Executive Director is responsible for providing the inspiration, direction, and strategic guidance that enables the organization to fulfill its mission. The Executive Director acts as a visionary, strategist, and ambassador with full responsibility of internal oversight for the organization. The Executive Director is dedicated to the mission, has strong leadership skills, and has unquestionable integrity. The Executive Director reports directly to the Board of Directors.

SPECIFIC DUTIES

Requirement #1: Provide vision to the organization

1. Maintain and keep fresh a shared vision with the Board of Directors, staff, stakeholders, collaborators, and funders that provides focus and guides decisions and actions
2. Demonstrate passion and commitment to the vision and mission, behave consistently with them, engage others in advancing them, and ensure the necessary support is in place for others to advance them

Requirement #2: Lead New Futures' effort to serve New Hampshire through collective vision and action plan development

1. Act as New Futures' public spokesperson to articulate the vision and values for which the stakeholders have come together
2. Articulate positions publicly and show personal and professional dedication to those positions
3. Inspire stakeholder engagement and commitment through effective convening and collaboration that leads to broad-based action plans;
 - a. Serve collaborative efforts by sharing New Futures' research based information
 - b. Publicly recognize the efforts of stakeholders
4. Earn admiration and recognition for the work done by New Futures
5. Build relationships and a network of contacts such as: Board of Directors, staff, Community Leadership Initiative partners, collaborators, funders, advocates, nonprofits, businesses, civic organizations, political leaders, media, government agencies, the community and the larger society

Requirement #3: Provide strategic leadership and expertise

1. Position New Futures to respond quickly to take advantage of changes and opportunities
2. Support creative and generative collaboration with the Board and staff at the strategic level
3. Work with the board to design and develop the organizational strategic plan and annual revisions of the plan
4. Through the strategic planning processes, create feasible strategies to serve as the bridge between vision and action which are used to coordinate and commit the Board, staff, stakeholders, collaborators, and funders to a common set of goals and objectives
5. Between formal planning processes, monitor strategy effectiveness and when necessary, bring fresh strategy considerations to the Board and staff as a basis for action
6. Cause strategy to drive decision making and action throughout the organization
7. With staff, create, monitor and evaluate annual work plans derived from the strategic plan
8. Oversee all New Futures' communications to ensure that they effectively advance New Futures' mission and are of high quality, and consistent with New Futures' communication plan.
9. Ensure that New Futures maintains expertise in the substantive areas relevant to its mission through the regular review of data, information, research and other information available from national and regional forums and communication with policy leaders, stakeholders and staff.

Requirement #4: Lead and manage staff and operations

1. Effectively lead staff team to the advancement of the organization's mission
2. Cultivate, recruit, and provide direct supervision and support to staff
3. Provide active management and oversight of the business operations of New Futures, including human resources, technology, facilities and financial matters
4. Ensure New Futures' compliance with all policy, regulatory and legal commitments
5. Seek out methods to improve the efficiency and effectiveness of the organization

Requirement #5: Provide strategic fiscal management

1. Generate consistent, forward-thinking fiscal planning, balancing near-term needs and long-term interest in building and sustaining the organization
2. Seek, cultivate, and protect the financial resources that fuel the organization
3. Ensure the presentation of an accurate and sufficient budget with adequate funds in place to accomplish New Future's stated outcomes and strategies
4. Ensure accurate and timely fiscal reporting to the Board of Directors and funders
5. Ensure prudent and responsible expenditure of funds

Requirement #6: Evaluation

1. Provide leadership and support in regular, outcome-driven evaluations of the effectiveness of the board of directors, the staff team, and New Futures
2. Recommend and implement strategic changes based on results

PART B – SKILLS, EDUCATION AND BACKGROUND

Key Skills

The Executive Director must be able to

1. Lead collaborative conversation and building of broad-based agendas in order to expand people's thinking
2. Lead and inspire others toward a collective vision
3. Execute the vision with board and staff
4. Communicate superbly, and adapt the organization's message to multiple audiences
5. Manage a small non-profit organization with fiscal prudence and vision
6. Lead and manage staff effectively
7. Evaluate opportunities and risk, and with board input on strategy, effectively manage both
8. Lead successfully in a period of organizational transition and external opportunity and change
9. Manage conflict diplomatically
10. Build and maintain collaborative relationships with stakeholders

Useful experience or characteristics for this position include knowledge of the State of New Hampshire and its public policy issues and leaders; high energy and mission-driven philosophy; understanding of alcohol, tobacco and other drug issues; experience with nonprofit management and fundraising; a high level of intellectual curiosity; and excellent oral and written communication skills.

Required Education, Training, or Certification

This position requires a minimum of a Bachelor's Degree with a Master's Degree preferred. Proficiency in Microsoft Office Suite, ability to use interactive technology (Smartphone, texting, web browsing) required; comfort with Microsoft Publisher, QuickBooks, and social networking preferred.

Required Previous or Cumulative Experience

This position requires a minimum of 5 years executive management experience, with 8-10 years preferred.

Salary Range

The salary range for this position is \$90,000 to \$100,000, commensurate with experience.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk and hear.
- The employee is frequently (34-66% of time) required to sit and drive.
- The employee is occasionally (1-33% of the time) required to bend and stand.
- The employee is required to repetitively use his/her wrist, elbow and shoulder.
- The employee must frequently (34-66% of the time) lift and/or move up to 25 pounds and occasionally (1-33% of the time) lift and/or move up to 85 pounds.

New Futures is an equal opportunity employer.