

NEW FUTURES

EXECUTIVE DIRECTOR POSITION ANNOUNCEMENT

About New Futures

New Futures is a statewide nonprofit non partisan advocacy organization in Concord, NH that promotes effective public policies and strategies to prevent and treat alcohol and other drug problems and support recovery in New Hampshire. New Futures is governed by a 14 member board of directors, has six full time and one part time staff and an annual budget of \$1,033,000. More information about New Futures, including the job description, may be found at www.new-futures.org.

Key Responsibilities of the Executive Director

Reporting to the board of directors, the executive director will:

- Provide vision to the organization
- Provide strategic leadership and expertise
- Lead New Futures' effort to serve NH through collective vision and action plan development
- Lead and manage staff and operations
- Provide strategic fiscal management
- Work with the board to ensure evaluation of organizational performance

Key Attributes of the Executive Director

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 risk, and with board input on strategy, effectively manage risk
8. Lead effectively in an external environment with a high degree of flux
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 (PowerPoint, Excel, Word, Outlook), 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.

Application Process

To apply, send a resume and cover letter electronically to search@new-futures.org no later than 5:00 PM on July 9, 2010. Hard copy application materials will not be accepted. Emails must be no larger than 9MB. Please do not call. Applicants chosen for interviews will be contacted by July 23, 2010. Interviews will be conducted in August 2010.

New Futures is an equal opportunity employer.

Applicants will be subject to background checks, including but not limited to reference checks, criminal background checks and any other background checks that New Futures may deem to be advisable.