

## **Colorado Agency for Recovery Residences- Job Description**

**Job Title:** Deputy Director  
**Reports To:** Executive Director  
**SALARY:** \$65,000 to \$80,000  
**FLSA Status:** Exempt

### **Overview**

The Colorado Agency for Recovery Residences (CARR) is a 501-c3 nonprofit organization dedicated to expanding the availability of well-operated, ethical, and supportive recovery housing. The Deputy Director is responsible for advocacy, government relations, budget expansion, and assisting in the maintenance of the Agency and its statewide certifications. The Deputy Director works with the Executive Director to serve a diverse group of recovery residences and work with stakeholders of those agencies to develop strategies that educate, promote, and influence public policy and resource decisions at the state, in addition to working with the Executive Director at the federal level and with the National Alliance for Recovery Residences (NARR).

Other essential duties include but may not be limited to the following: advocacy, assisting the executive director in organization management, budget expansion, and community outreach. This key position reports directly to the Executive Director. The Deputy Director will work closely with the Executive Director in developing the ongoing vision and strategic and fiscal plans to guide the agency. Specific responsibilities pertaining to this position are outlined below.

### **Leadership and Governance Responsibilities**

- Identifies, assesses, and informs the Executive Director of internal and external issues that affect the agency.
- Fosters effective teamwork among the agency's staff.
- Represents the agency at legislative activities to enhance the agency's profile.
- Is accountable for enhancing the agency's image by being active and visible in the community working closely and collaboratively with other professionals, civic, and private organizations as directed by the Executive Director.
- Ensures that programs and services offered by the agency contribute to the agency's mission fulfillment.

### **Community Relations, Certifications, and Advocacy**

- Identifying new recovery residences and guiding them through the certification process.
- Assist as necessary with the rural area expansion of recovery residences.
- Communicate with stakeholders to keep them informed of the agency's work and identify changes in the community served by the agency.
- Establishes good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the agency's goals.
- Works with State government agencies, lobbyists, legislators, and other stakeholders.
- Communicates relevant local, state, and federal legislative issues to the Executive Director and organizes efforts where indicated.
- Responsible for providing CARR-related initiatives regarding education and community outreach.

## **Financial Planning, Fund Raising, and Management**

- Works with Executive Director to prepare a comprehensive budget.
- Works with Executive Director to secure adequate funding for the agency's operation to support the agency's mission.
- Research funding sources and work with the Executive Director in the development of an annual fiscal plan.
- Participates in fundraising activities as appropriate expenditures within the authority delegated by the Executive Director.

## **Risk Management**

- Works with the Executive Director to identify and evaluate the risks to the agency and implements measures to control risks.

## **Knowledge, Skills, and Abilities**

- 3-5 years experience working in advocacy of a diverse statewide agency (preferred) or similar managerial, non-profit experience.
- Experience working with State government agencies and legislators (Colorado preferred).
- Experience and knowledge of managing finances, budgeting planning, and execution.
- Strong multi-tasking and flexibility skills.
- Excellent organizational skills.
- Excellent written and verbal communication skills.
- Motivated self-starter with a positive attitude.
- Knowledgeable and proficient in using personal computers (database management, spreadsheets, word processing, presentation, and MS Office).
- Ability to work well with a diverse group of people at all levels and work effectively with little direct supervision.
- Knowledge of the Behavioral Healthcare industry, specifically substance use disorder prevention, treatment, and recovery.
- Knowledge of current community challenges and opportunities relating to the agency's mission.
- Knowledge of project management.

## **Personal Characteristics**

- **Adaptability:** Demonstrates a willingness to be flexible, versatile, and tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Ethical Behavior:** Understands ethical behavior and best business practices and ensures that the staff's conduct and behavior are consistent with these standards that align with the agency's values.
- **Leadership:** Positively influences others to achieve results in the agency's best interest through transparency and ethical leadership.
- **Relationship Building:** Establishes and maintains positive working relationships with others, both internally and externally, to achieve the agency's goals.
- **Effective Communication:** Listens, speaks, and writes in a clear, thorough, and timely manner, using appropriate and effective communication tools and techniques to motivate the board, clients, staff, and community.
- **Creativity and Innovation:** Develop new and unique ways to improve the agency's operations and create new opportunities.

- Client Needs: Anticipates, understands, and responds to the needs of internal and external clients to meet or exceed their expectations within the agency's parameters.
- Fostering Teamwork: Works cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance the agency's effectiveness.
- Decision Making: Assesses situations to determine the importance, urgency, and risks and makes clear decisions that are timely and in the agency's best interests and informs the Executive Director of any major issues.
- Agency: Sets priorities, develops a work schedule, monitors progress towards goals, and tracks details, data, information, and activities.
- Effective Planning: Determines strategies to move the agency forward, sets goals, creates and implements action plans, and evaluates the process and results.
- Problem Solving: Assesses problem situations to identify causes, gathers, and processes relevant information, generates possible solutions and makes recommendations to the Executive Director and works to resolve the problem.
- Strategic Thinking: Assesses options and actions based on trends and conditions in the environment to convey a mission for the agency's future and the agency's vision and values.

### **Education/Experience:**

- Minimum of a bachelor's degree or equivalent work experience.
- Prefer a master's degree in a related field or three to five years of advocacy experience.

### **Certificates and Licenses:**

- Must be a certified CARR inspector or have the ability to pass the certification exam within the first 30 days of hire.

### **Physical Demands:**

- The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, talk or hear, and taste or smell. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

### **Work Environment**

The Deputy Director will work in a home office environment until CARR locates to a permanent office environment; however, the agency's mission may require nonstandard workplaces, meetings, or event responsibilities. The Deputy Director will be compensated for a forty-hour workweek or as determined by the employment contract; however, additional hours without additional compensation may be required on evenings, weekends, or during the workweek.

### **How to Apply**

Submit cover letter, resume, and salary requirements to: [butch@carrcolorado.org](mailto:butch@carrcolorado.org)