

JOB ANNOUNCEMENT

Executive Director



The Haven, a nonprofit substance use disorder recovery program for women, seeks a dynamic new Executive Director to further its mission of providing *recovery with respect*. The organization, located in Tucson, AZ, currently operates with a nearly \$6M annual budget, has over 75 staff and serves over 400 women and their children annually. The Haven's unique model allows women with children to stay together while participating in both in-patient and out-patient treatment programs.

Qualified candidates will have experience with providing behavioral health services and navigating the Arizona Health Care Cost Containment System, as well as demonstrated success in nonprofit leadership, business development, community collaboration including with justice agency partners, external relations, and building positive organizational culture.

About the Position

The Executive Director's (ED's) essential function is to provide leadership for the effective execution of The Haven's mission and vision, in alignment with its values. The ED ensures the quality and effectiveness of operations of The Haven's programs and services. The ED's overarching goal is to develop and grow the organization financially and operationally.

The ED ensures effective utilization of the talents and capabilities of staff. The ED shares responsibility with the Board of Directors to build a productive partnership that ensures good governance, strategic planning and stewardship of community resources. The ED represents the organization to the Tucson and Southern Arizona communities and is considered a thought-leader in the area of holistic health services for women. Accordingly, the ED is responsible for cultivating relationships with strategic partners, funders, referral sources, and peer organizations.

Key Responsibilities

1. **External Leadership:** Be a visible and respected community thought leader. Effectively and passionately communicate the value of The Haven's mission and programs. Develop and retain strong community awareness, relationships, and alliances.
2. **Internal Leadership:** Develop and guide the work of a strong and capable leadership team. Foster a positive work environment and organizational culture. Provide clear direction and ensure internal alignment among staff and volunteers with The Haven's mission, vision, values, goals, and success measures.
3. **Vision and Strategy:** Be aware of, recognize, and understand trends in the therapies and treatment of women's mental health issues and substance use disorders, including but not limited to trauma-informed, culturally competent, and medication-assisted treatment modalities. Keep a broad perspective and awareness of political, social, and clinical factors that impact the organization and the women served. Engage in high level strategic thinking and be alert to potential opportunities and business strategies.
4. **Quality & Compliance:** Ensure The Haven's programs are of the highest quality and compliant with all applicable laws and regulations. Utilize data to inform quality improvement. Employ

appropriately qualified staff and establish systems to minimize risks associated with the presentation of health programs in residential and outpatient settings.

5. **Financial Sustainability:** Provide oversight to annual budgeting and long term financial planning, and ensure appropriate investment of resources to meet The Haven's strategic goals and objectives. Ensure accurate and timely reporting to the Board of Directors, granting agencies, and partners in formal collaborations.
6. **Business Development:** Strengthen relationships with referral sources and implement marketing strategies to build a strong referral pipeline and ensure occupancy/enrollment/participation rates meet budgeted goals.
7. **Fund Development:** Develop positive relationships with funders and donors. Ensure appropriate stewardship of charitable contributions. Work closely with the Foundation director to develop and implement fundraising strategies.

Desired Experience & Qualifications

Preferred Qualifications:

- Master's degree or higher in management, health care administration or other relevant field
- Leadership in a healthcare setting, with management and operations experience including billing, compliance, licensure, and credentialing – 10+ years

Qualified candidates will demonstrate an ability to:

- Promote a work environment based on trust and professional respect;
- Focus resources on the needs and interests of the women served;
- Develop a highly visible and positive community profile, and build business relationships;
- Understand complicated contracts and compliance requirements;
- Communicate effectively and persuasively;
- Display good judgment, conflict management skills, and emotional intelligence;
- Model and promote healthy boundaries and work/life balance;
- Personify The Haven's "*Recovery with Respect*" tagline.

Compensation & Benefits

This is an exempt, full-time position. Competitive salary. Excellent benefits include generous paid vacation plan and holidays; medical insurance with GAP coverage, dental, vision, life, Accident/Health Insurance; 403b retirement plan with employer match; and tuition/CEU assistance.

Application Process

1. Applications will be reviewed as they are received. Apply by November 11 to ensure consideration.
2. Interested candidates should apply through the Indeed portal at <https://indeedhi.re/3mrZSti>
3. Please submit a resume and cover letter sharing your vision for meeting the holistic health needs of women in recovery. Applicants will be directed to take brief online assessments.

The Haven is an Equal Opportunity Employer. *It is our policy to ensure equal employment opportunity in accordance with all applicable local, state, and federal regulations and guidelines. Employment discrimination against employees, applicants, and volunteers due to race, color, religion, gender (including sexual harassment) or gender identity, ancestry, citizenship, sexual orientation, gender identity, national origin, disability, age, marital status, military or veteran status, economic circumstance, and any other characteristic protected by applicable law, is illegal.*