



EXECUTIVE DIRECTOR PORTLAND RECOVERY COMMUNITY CENTER

The board of directors of Portland Recovery Community Center (PRCC) seeks a proven organizational leader with lived experience in recovery to assume the executive director position this summer. PRCC's mission is to provide support, education, resources, and advocacy for people recovering from and affected by addiction, and to spread the message of hope throughout the state of Maine and beyond.

Organizational Overview

PRCC opened its doors in 2012 as a small recovery community center, a pilot project of what is now known as the Alliance for Addiction and Mental Health Services. The Center developed a robust array of support groups, social activities, and peer support services and grew to become in 2017 an independent nonprofit with a bold vision: every person affected by addiction in Maine will have direct access to a local recovery community center that provides support, education, and individual resources that enhance their ability to heal, strengthen and grow in their recovery pathway, throughout all stages of their journey.

In 2018, PRCC began its work as the Maine Recovery Hub, serving as a model and providing support and technical assistance to other communities starting their own recovery community centers. Today there are 21 recovery community centers in Maine, with more in development. The Recovery Hub has trained more than 1,000 peer recovery coaches and founded the Maine Recovery Coach Certification Board, an independent certifying body.

In 2021, PRCC purchased and moved into a beautiful new building at 102 Bishop Street in Portland, which provides space for meetings and activities devoted to recovery from substance use disorder. PRCC is operated by staff and volunteers who are passionate about recovery, and every activity is created by and for people in recovery. The Center offers peer support to individuals who use a variety of recovery pathways, honoring each person's unique recovery journey and welcoming all who are taking steps to recover.

Today, PRCC has a budget of \$1.7 million, employs 20+ people, and serves approximately 5,000 annually. More information about PRCC's history, values, and offerings can be found at <https://portlandrecovery.org/>.

Role and Responsibilities

The executive director is responsible for the overall management and direction of PRCC, ensuring mission alignment; overseeing the organization's administrative functions, finances, programs, and operations; and serving as the primary spokesperson and lead fundraiser. The position reports directly to the board of directors. Specifically, the executive director is responsible for:

Effective Governance and Strategic Focus

- Communicating regularly and openly with the board and providing timely and accurate information necessary to guide the board's decisions and promote engagement
- Assisting with board recruitment and ongoing education and training
- Providing visionary leadership, partnering with the board in developing robust strategic plans, and ensuring fidelity to shared goals and objectives

Financial Performance and Viability

- Protecting the fiscal integrity of PRCC by ensuring adherence to sound financial practices and accounting principles, generally operating within the approved budget, maximizing resource utilization, and maintaining a positive financial position
- Submitting to the board a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization

Fundraising

- Developing and leading implementation of a multifaceted development plan to expand the organization's network of support
- Maintaining strong relationships with decision-shapers and policymakers in the public sphere and making compelling state and federal funding requests
- Identifying, cultivating, and engaging major donors in the private sector, including individuals, foundations, community organizations, and businesses
- Maintaining accurate documentation of donor activities and funding initiatives, and ensuring informative and timely reporting

Program Implementation

- Overseeing the development and implementation of all programming to ensure exceptional quality, mission-alignment, and the achievement of desired outcomes

Community Relations

- Developing and executing effective marketing, communications, and outreach strategies including newsletters, year-end reports, annual appeals, website updates, press releases, public appearances, and social media

- Serving as the primary voice of PRCC, engaging with the media, legislators, community leaders, and other stakeholders in service to the mission
- Working closely with other professional, civic and private organizations to advance common interests and amplify PRCC's voice

Operational Oversight

- Ensuring legal and regulatory compliance and the appropriate allocation of resources
- Maintaining a comprehensive set of policies and procedures to guide organizational activities and decision-making
- Overseeing all human resources functions including hiring, professional development, evaluation, and corrective actions to ensure the retention of competent, qualified staff
- Executing agreements, memoranda of understanding, contracts and other agreements made and entered into and on behalf of the organization

Position requirements

Leading PRCC requires a broad set of skills and abilities. The board of directors expects that the successful candidate will embrace PRCC's values and will bring to the position:

- Lived experience in recovery, integrity, and personal passion for PRCC's mission
- Strong knowledge of the field of recovery and keen interest in ongoing learning
- Significant senior management experience in the nonprofit sector, ideally in a peer leadership model
- Solid, hands-on fiscal management skills, including budget preparation and financial analysis, decision-making, and reporting
- Demonstrated strength in managing multigenerational teams, mentoring staff, delegating effectively, modeling and mandating self-care, and creating a safe and motivating environment
- Exceptional written and verbal communication skills, high emotional intelligence, and the ability to engage and inspire diverse constituencies
- Past success working with a board of directors and other volunteers in the spirit of trusted collaboration
- Strong marketing, public relations, and fundraising experience and a track record of building enduring relationships
- Resilience, resourcefulness, and humility

The executive director position is full-time with regular business hours Monday through Friday and occasional evening and weekend obligations. Statewide travel is required.

Compensation

The executive director will earn a competitive salary of \$108,000-118,000 commensurate with experience and a competitive benefits package, including health insurance. Reporting directly to the board, the successful candidate can expect a formal review after the initial six months, as well as an annual review thereafter.

Nondiscrimination

Portland Recovery Community Center does not discriminate against any person on the basis of race, national origin, ancestry, public assistance, ethnic background, religion, marital status, economic class, age, disability, sex, creed, veteran status, sexual orientation, gender identity/expression and any other legally protected characteristic. The organization complies with all applicable national, state, and local laws pertaining to nondiscrimination and equal opportunity.

To apply

Interested candidates should send a cover letter and resume to Starboard Leadership Consulting at the following address: search1@starboardleadership.com. Applications without a cover letter will be considered incomplete.

Paper copies may be sent to Jessica Weiner, Starboard Leadership Consulting, 84 Harlow St., Bangor, ME 04401, but electronic submissions of material are preferred. No phone inquiries, please. The application deadline is May 14, 2025, and review of all submissions will begin soon thereafter.