



Are you passionate about recovery and making a lasting impact in our community? If so, we're looking for an Executive Director to lead our team!

The Executive Director serves as the strategic and operational leader of the 12-24 Club, a community resource dedicated to supporting individuals and groups in recovery. Reporting to the Board of Directors, this role is responsible for the overall management of the organization, including daily operations, financial oversight, facility management, fundraising, and community engagement. This role requires a hands-on, community-minded leader who can balance compassion with accountability, managing the day-to-day needs of the facility while advancing the organization's mission for long-term sustainability.

ESSENTIAL FUNCTIONS

- ❑ Lead daily operations and ensure a safe, respectful, and recovery-focused environment
- ❑ Manage finances, including budgeting, reporting, and board communication
- ❑ Oversee building operations, maintenance, and tenant relationships
- ❑ Lead fundraising efforts, including donor relations, grants, and events
- ❑ Supervise staff and support volunteers
- ❑ Build partnerships with community organizations and recovery groups
- ❑ Ensure compliance with applicable laws, regulations, and policies
- ❑ Maintain awareness of Club activity to protect safety and anonymity
- ❑ Provide referrals to community resources and maintain meeting/event schedules

DESIRED QUALIFICATIONS

- ❑ Experience in leadership, nonprofit management, or a related field
- ❑ Demonstrated success in fundraising and donor engagement
- ❑ Strong organizational, financial, and problem-solving skills
- ❑ Ability to work independently and in partnership with a Board of Directors
- ❑ Strong communication and relationship-building skills
- ❑ Understanding of and respect for recovery principles, including anonymity
- ❑ Excellent writing and reporting skills, as well as computer skills including MS Microsoft and QuickBooks
- ❑ Ability to demonstrate a high level of ethics, integrity, diplomacy and initiative.

ANNUAL STARTING SALARY: \$60,000 - \$75,000

This position is ideal for someone who values recovery, community, and practical leadership in a hands-on environment.

Qualified candidates should submit a **resume and letter of interest to stacia@peakconsult.net**. A full job description is available upon request. Questions can be directed to Stacia Skretteberg at 307-752-3608.