



Executive Director Position Description

MISSION: To provide a safe and supportive location for meetings, fellowship, educational activities, and social events for people, families, and friends in recovery.

Carbondale's nonprofit **The Meeting Place** is looking for a part-time **Executive Director** to lead the organization and support its mission of providing recovery meetings and resources to the Roaring Fork Valley community. We are looking for an experienced nonprofit professional, capable of working independently on a variety of administrative, operational, and fundraising initiatives.

This position has an expected work commitment of 5-10 hours per week and the schedule is entirely flexible. Preference will be given to local candidates capable of overseeing facility operations. ***We are looking for a person capable of all or most of the initiatives below; we anticipate flexibly based on the experience and skills of the incumbent.***

Administration and Finance

- In collaboration with the Board Treasurer and the bookkeeper, track financial transactions, projections, budgets, and actuals, with regular reconciliations to ensure accuracy and assess fundraising goals.
- Manage invoicing and accounts payable.
- Basic business administration and communications; prepare meeting agendas, reports, and minutes; present and archive communications and information in a manner of transparency and accessibility.
- Work with the Board of Directors on sustainable program development, collaborative opportunities, revenue streams and special projects.

Operations

- Visit the space weekly to ensure cleanliness and orderliness; oversee fulfillment of facility needs such as maintenance, cleaning, supplies, and ordering.
- Prepare or restore space as needed for meetings and events.
- Function as on-call consultant for space needs and lockouts.

Fundraising and Advancement

- Grants: research, identification, deadlines, tracking, reporting, pipeline management.
- Develop and implement annual fundraiser, special events and ongoing fundraising initiatives; generate acknowledgements; create solicitation materials, annual Stakeholder's Report, and other collateral.

Community Relations and Outreach

- Schedule and implement advertising, marketing, and awareness campaigns; post events to community calendars; maintain website; generate eblasts; update and distribute print material and collateral as needed.
- Communicate with meeting groups; serve as representative for the organization; recruit and develop new meetings, services, and resident partnerships.
- Advance and promote the organization, its mission and services, while building relationships with individuals, businesses, other community agencies and governmental entities. Attend health fairs and other suitable community events promoting wellness.

Roaring Fork Recovery Support Services dba The Meeting Place (TMP) is a 501c(3) non-profit organization qualified to receive deductible contributions (federal tax ID 47-3529308) and is not affiliated with any group of 12- Step fellowship. All contributions are tax deductible to the extent allowed by law.

For additional information or to apply for the position, please email info@meetingplacecarbondale.org.

Schedule: flexible

Salary: \$750-\$1,000/month

www.meetingplacecarbondale.org

Current May 2, 2023