

Granada House **Executive Director**

Overview

For over 30 years, Granada House has served as a recovery facility for the treatment of alcohol and drug addiction and dependence. The 22 bed, co-ed home is located in a residential neighborhood of Allston, within the city of Boston, MA. The mission of Granada House “is to help residents live productively and achieve long term recovery. We use a holistic approach; physical, mental, and spiritual with a strong emphasis on social inclusion with regards to racial, ethnic, socio-economic status, disability, health, and sexual orientation. Ours is a dynamic, nurturing community that responds to individual needs, as it endorses mutual understanding and respect.”

As chief executive and operating officer, the Executive Director maintains and advances the Granada House (GH) mission and its reputation as an excellent recovery home. Is responsible for ensuring GH is a well-run, fiscally sound, stable, safe recovery environment for clients, ensuring compliance with all governmental regulations. Remains current with latest research and advances in addiction treatment and employs them at GH. Leads and motivates a staff of full-time and part-time employees; creates a supportive and enriching work environment and residential environment. Ensures Granada House maintains its “good neighbor” status with the community and seeks to broaden and strengthen relationships with individuals, organizations, and agencies across the City of Boston and Commonwealth of Massachusetts.

Core Responsibilities

Administration and Operations

- Develops and manages an annual budget ensuring GH remains fiscally sound
- Oversees physical plant and capital projects
- Ensures fiscal and operational compliance and that reporting requirements are fully met
- Optimizes systems and tools which enable program and staff efficiency.

Clinical Program Oversight

- Ensures Granada House remains up to date on new research on applicable addiction treatments, medicine, and regulations; implements as appropriate
- Supervises consultants and administrative staff
- Ensures protocols and policies are followed
- Ensures GH is compliant and meets government standards for reporting and operation
- Regularly evaluates in-house groups and policies, making changes as needed

Grant Writing and Oversight

- Provides oversight for maintenance of current contracts and grants and development of new proposals
- Identifies new grant and funding opportunities
- Supervises grant proposal generation

Fundraising

- As chief fund raiser, works with and leverages Board to identify, cultivate, and solicit donations for operational support and endowment

Community and Government Relations

- Initiates and maintains positive working relationships with community and government leaders
- Maintains active membership and represents Granada House at a variety of local and state-wide addiction recovery service agencies and organizations

Board Management

- Maximizes Board participation to ensure appropriate oversight and engagement

Knowledge, Skills, and Attributes

- BA required; MA preferred
- Minimum 5 years' successful leadership and non-profit management experience
- Experience working with and leading an external Board
- Strategic thinker...looks beyond the day to day
- Solid understanding of the field of substance use disorder treatment and recovery based treatment models
- Demonstrated experience developing and managing a budget
- Strong verbal, written, presentation, and relationship building skills
- Successful grant writing and fundraising experience
- Demonstrates an openness to new innovative ideas
- Expertise in crisis management
- Conversant in a variety of technologies with ability to adapt to new systems and databases as required
- Demonstrated ability to lead, supervise, and motivate staff
- Ability to create, inspire, and sustain a residential recovery community

To apply for this position, please send a cover letter and C.V. detailing your experience and commitment to the mission of Granada House to GranadaHouseEdSearch@gmail.com.