



Position Announcement Executive Director

The Cambridge and Somerville Program for Alcoholism and Drug Rehabilitation (**CASPAR**) is seeking an experienced and dynamic Executive Director to lead this Cambridge and Somerville, Massachusetts-based organization with a respected history as a pre-eminent regional provider of client-centered substance abuse treatment.

The Organization

Founded in 1970 as a nonprofit, community-based response to the need for substance abuse treatment in the adjoining cities of Cambridge, Somerville, Arlington, Watertown and Belmont, CASPAR has evolved from a single halfway house for men and a shelter for homeless men and women to a comprehensive provider of services to people wherever they are on the substance use/abuse/recovery continuum. With a \$4 million annual operating budget and 65 staff, CASPAR provides a range of programs and services to 2,500 adults and adolescents annually.

Programs include:

- Emergency Services Shelter: A 107-bed 24-hour shelter, open 365 days a year, for homeless people who are actively using alcohol and drugs.
- ACCESS Program: A 12 bed program for the newly sober in transition to residential treatment programs.
- FirstStep: Outreach on foot and in vans to engage unsheltered, homeless people to obtain the services they need.
- Women's Residential Programs: A six-month residential program for women in a 20 bed facility, and a 10 bed facility for pregnant/postpartum women and their babies for up to a year's stay.
- Men's Residential Programs: A six-month residential program for men in two facilities totaling 42 beds.
- Phoenix Drop-In Center: Counseling and support services for sober individuals.
- Hagan Manor: A 6-bedroom congregate living suite for men with disabilities and a substance abuse history.
- Grow House: An 8-bed transitional housing program for formerly homeless women who have graduated from residential treatment programs.
- Employment Services Program: targeted employment for sober homeless people.
- Youth Services: outreach, prevention and intervention programs for Cambridge and Somerville students.

CASPAR's long-time Executive Director retired in January, 2010, and the organization has been under the able leadership of an experienced interim executive director and an experienced and dedicated staff. During this time, an assessment of the organization has been completed and reviewed by the Board of Directors. The new Executive Director, in partnership with the Board, will lead strategic planning initiatives, manage operations, diversify funding sources and further develop and improve internal systems and operations.

The Position

CASPAR seeks an innovative Executive Director who has the capacity to think strategically about the delivery of human services; motivate and inspire a highly dedicated staff; build and guide an integrated, effective senior management team; and successfully advocate for CASPAR with public policymakers, funders, and the wider community. The Executive Director will:

- Ensure competent and effective management of CASPAR's programs and services, budgetary and fiscal operations; administrative functions, personnel policies and procedures; grants and contracts; and multiple facilities.
- Develop long-term diversified funding strategies, including marketing initiatives to expand community support for CASPAR and fundraising activities, and strengthen relationships with corporate, foundation and government funders and individual donors.
- Develop and sustain CASPAR's relationships with the local and regional substance abuse and social service organizations, public sector representatives, and state and federal agencies.
- Create an agency-wide program evaluation and outcomes measurement system that will drive ongoing program quality improvement and support fund development activities.
- Engage actively in board development to identify and recruit new members with a range of skills and experiences, provide ongoing board education, and develop strategies for board member engagement.

Qualifications

The ideal candidate will be an energetic leader and administrator with demonstrated successful senior management experience in the nonprofit sector. S/he will offer:

- Passion for the mission of CASPAR
- Demonstrated executive leadership skills
- A minimum of ten years' experience as a senior nonprofit manager
- Established record of success in program development, administration, evaluation, fiscal management and resource development
- Demonstrated expertise in obtaining and managing state and federal contracts and grants and fundraising with foundations and other donors
- Experience advocating for public policies in human services or related areas
- Strong interpersonal and communication skills
- Experience in substance abuse programs and policies is preferred
- A master's degree in management, human services, health care administration, business or a related field is desired

For more information, please see www.casparinc.org. CASPAR is an equal opportunity employer.

To apply: Send cover letter, resume and salary history to Susan Egmont at Egmont Associates, segmont@egmontassociates.com.