

## **Deputy Executive Director**

### **About VFOR**

The Vermont Foundation of Recovery (VFOR) is a nonprofit organization committed to supporting individuals in their transition to long-term recovery from substance use disorder by providing safe, affordable, and structured recovery housing across Vermont.

We operate a network of certified recovery homes in multiple communities, offering stable sober living environments where residents are empowered through accountability, peer connection, and community support. At VFOR, we believe recovery is possible for everyone, and we are dedicated to helping people rebuild their lives with access to opportunity, respect, and the resources they need to thrive.

### **Job Purpose**

To serve as the chief internal executive for VFOR, providing the strategic internal leadership necessary to sustain the mission while the Executive Director focuses on statewide policy and advocacy.

### **Position Summary**

Reporting to the Executive Director, the Deputy Executive Director (DED) is the second-in-command responsible for the integrated success of all internal departments.

This role focuses on Inter-Departmental Strategy and Organizational Infrastructure, ensuring that as VFOR scales, its financial health, fundraising capacity, operational excellence, and staff wellbeing keep pace with its operational growth.

### **Key Duties and Responsibilities**

#### **Strategic Operational Integration**

- **Supervision of Directors:** Serve as the direct supervisor and mentor for the Director of Operations, Director of Programs, Director of Finance, and Director of Development to ensure cross-functional alignment
- **Resource Allocation:** Mediate and decide upon the allocation of organizational resources (human and financial) across departments to meet strategic goals
- **Infrastructure Growth:** Oversee the development of the organization's back-office infrastructure (HR systems, IT, and administrative policies) to support a growing statewide network

#### **Financial & Fundraising Accountability**

- **Unified Budget Oversight:** In collaboration with the Director of Finance, manage the total organization-wide annual budget, ensuring all departments remain fiscally sound
- **Grants Compliance & Monitoring:** Provide high-level oversight of all federal and state grant cycles, ensuring robust monitoring systems are in place to maintain total compliance with complex regulatory requirements
- **Strategic Revenue & Cash Management:** Work with the Director of Finance to oversee the organization's cash and revenue management strategies, including the development of sophisticated cost-allocation models to ensure long-term sustainability as the network scales
- **Fiduciary Responsibility:** Act as the final internal check on fiscal transparency and long-term sustainability
- **Strategic Fundraising Support:** Provide high-level administrative oversight to the Director of Development to ensure fundraising activities, grant reporting, and donor events meet the revenue needs of the organization

#### **Board & Governance Link**

- **Operational Reporting:** Serve as the lead staff member for reporting integrated operational and financial health to the Board of Directors
- **Policy Implementation:** Oversee the translation of the Board's strategic priorities by Directors into departmental workplans to be executed by the respective departments
- **Executive Proxy:** Represent VFOR to external partners and funders as the lead "Internal Face" of the organization, freeing the Executive Director for systemic policy work

#### **Leadership & Culture**

- **Senior Leadership Team (SLT) Facilitation:** Lead regular SLT meetings to resolve high-level conflicts and ensure departmental silos do not form
- **Professional Development:** Direct the high-level professional development of VFOR's director-level staff, fostering a culture of executive excellence

#### **Desired Qualifications**

- At least fifteen years in management and five or more years of executive-level leadership experience, with a proven track record of managing other director-level professionals
- Passion for VFOR's mission and a strong understanding of recovery housing, demonstrated through lived and/or professional experience
- Exceptional interpersonal, writing, and organizational skills
- Experience in Integrated Management, specifically the ability to oversee both the "money" (Finance/Fundraising) and the "mission" (Operations) simultaneously
- Experience with sustainable growth strategy

- Strong understanding of nonprofit governance and experience reporting directly to a Board of Directors
- Master's degree in Nonprofit Management, Business Administration, or a related field is highly preferred

### **Compensation & Benefits**

- This position is classified as full-time, exempt
- Competitive salary commensurate with experience, \$110K - \$125K
- Comprehensive medical, dental, and vision coverage
- Generous Paid Time Off (PTO) and holiday schedule
- Retirement plan options
- Flexible / hybrid work environment

### **Our Commitment**

VFOR is committed to fostering a collaborative, mission-driven workplace grounded in respect, accountability, and shared purpose. We value leadership that is both strategic and human-centered, and we believe strong internal systems are essential to delivering meaningful impact across the communities we serve.

### **How to Apply**

Please submit your resume and a cover letter outlining your interest and qualifications to VFOR's Human Resources Department at [hr@vfor.org](mailto:hr@vfor.org).

Employment is contingent upon the successful completion of a background check.

This position is supported in part or in full by grant funding. Continued employment is contingent upon the continued availability of funding.

The Vermont Foundation of Recovery is an Equal Opportunity Employer. We welcome and encourage applicants from all backgrounds and do not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic.