

## **JOB POSTING – Executive Director**

### **Overview of Organization**

Founded in 2012, to date Embrace A Vet has been an all-volunteer organization providing direct and supportive services to Maine veterans diagnosed with Post Traumatic Stress Disorder and/or Traumatic Brain Injury and to their families through three signature programs: Caregiver Peer Support groups, residential Healing & Wellness Retreats, and Paws for Peace service dog training. All programs and services are provided without cost to the veteran and family.

Due to the growing demand for our programs, and to our strengthened financial position, the Board of Directors concluded that an Executive Director is needed to oversee day-to-day operations and ensure continuity of services.

### **Overview of Position**

In this full time position, the Executive Director of Embrace A Vet will report to the Board of Directors, in the person of the president, and will have the primary responsibility of managing day-to-day operations including planning, organization, monitoring and reporting for all three programs. The Executive Director will work closely with experienced volunteer staff, both leadership and support, in several other areas including community outreach/public relations and financial development (annual appeal; events; grants; etc.). Occasional weekends and evening hours will be required.

### **Desired Attributes**

- Seasoned leadership and organizational skills.
- Effective administrative expertise, including written and oral communication, technology, and data management.
- Excellent interpersonal skills and ability to work well with diverse ages, backgrounds and personalities; experience with the veteran population a plus, along with experience in a clinical, medical and/or social work environment.
- Willing to adapt to a flexible work schedule including occasional weekends and evenings.
- Capable of on-the-spot problem-solving, team building, training, event planning, and multi-tasking.
- Enthusiasm, creativity, strong sense of humor, patience and initiative essential.

**How to Apply:** Please submit resume and accompanying letter explaining why you find this position of interest to Diane Hender at [info@embraceavet.org](mailto:info@embraceavet.org)

**Application Deadline:** December 18, 2017. Applications will be considered as received and candidates of interest will be contacted.

**Category:** Executive/Senior Management

**Job Type:** Full Time

**Salary:** TBD

**Start Date:** ASAP

**Region:** Maine

**Specific Location:** Brunswick/Topsham