



Bristlecone Family Resources is northern Nevada's oldest non-profit substance abuse and gambling treatment center whose mission is to help people reclaim their lives by providing customized addiction and mental wellness treatment services.

Title: **CEO**, Chief Executive Officer

Location: 704 Mill Street Reno NV

Job Posting: May 2020

Salary range: DOE

The primary responsibility of this position is to ensure Bristlecone offers quality services that meet best practices and are evidence based.

General duties include (but not limited to):

- Responsible for leading the organization, its staff and clients in order to fulfill the mission
- Develops resources sufficient to ensure the financial health of the organization
- Works with the Board of Directors and Staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach
- Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate

The successful candidate will possess:

- Bachelor's Degree in a related field, plus 3 years in management experience
- Demonstrated ability and 2-3 years' experience managing project and/or agency finances
- Experience with contract and medical billing, grant management preferred
- Demonstrated ability to oversee and collaborate with staff and clients
- Ability to effectively communicate the organization's mission to donors, volunteers, alumni and community
- High level strategic thinking and planning with an ability to envision and convey BFR's strategic future to the staff, Board, clients and Community
- Experience working with a Board of Directors, preferred
- Ability to delegate tasks and implement changes appropriately and efficiently

- Ability to communicate under stressful circumstances while maintaining a high level of diplomacy, discretion, and professionalism
- Excellent organizational and time management skills
- Strong public speaking ability as well as strong written and oral communication skills
- Strong work ethic with a tremendous amount of empathy for challenging situations
- Experience with MS Word, Excel, Outlook, or the equivalent

If you are interested and qualified, please email your resume to Sarah Sommers at ssommers@bristleconereno.com

The selected candidate will need to complete a pre-placement health screening and a two-series TB test.

Bristlecone Family Resources is an EOE.