

## **Associate Director**

Horizon High School of Madison, Wisconsin's only Recovery High School, is seeking applications for the new position of Associate Director. Horizon is a small, 15-20 students, school looking for growth and expansion. The Associate Director will be essential to these endeavors. Horizon's mission statement is "to provide emotional, academic, and social support to students with substance use and co-occurring disorders." Applicants must demonstrate a commitment to supporting the school's mission. Applicants with experience in non-profit social service organizations and/or education are encouraged to apply. This is an administrative position with little student contact (i.e. it is not a vice principal, dean of students, instructor, or counseling position).

The position reports jointly to the Director of the school and the school board, with whom, there are monthly meetings.

The major aspects of this job description are negotiable in order to find a good fit with the applicant's and Horizon's needs. Parenthetical time estimates, for example, are currently approximations. This is a full-time position with the ability for remote work when mutually agreed upon.

### **Qualifications**

Bachelor's Degree (minimum), Master's Degree or above (preferred). Demonstrated experience in a leadership position. Preference given to those with effective public speaking skills and demonstrated data collection and reporting skills.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.

**Salary/Benefits** FTE salary is \$65,000, with medical and 401K retirement benefits.

### **Responsibilities**

**Outreach (45%)** Being a public face for the school in reaching out to potential donors, schools, counseling centers and hospitals, parent groups, and SUD professional groups, including state of WI entities (e.g. WI Department of Health, WI Department of Public Instruction, lawmakers, and the University of WI). Sharing our mission and encouraging engagement with the school are primary activities.

**Data Management (45%)** Managing grants including writing applications, implementation, and completing evaluations is essential to this position. Other responsibilities include, managing student enrollment and post graduation surveys, and managing donor lists and contacts.

**Director Support (10%)** Cover responsibilities, as needed, for the director and other duties as assigned by the Director and school board.