

EMPLOYEE'S DUTIES

Position Title:

Executive Director of The National Peer Recovery Alliance (NPRA)

Position Summary:

The Executive Director of NPRA is responsible for leading the organization's national growth, supporting its network of affiliates, and building infrastructure to prepare NPRA for expanded national reach. This role focuses on strengthening operations, expanding engagement, securing funding, and elevating NPRA's public presence through strategic leadership, social media management, and collaboration with key partners. The person in this role would be a person who has lived experience and wants to use their experience to grow NPRA's mission.

Reports to:

CEO, The ARCHway Institute

Duties and Responsibilities:

1. Represent NPRA nationally with professionalism and energy, promoting its mission and values across all platforms.
2. Engage, motivate, and expand NPRA's national peer and state affiliate director network. Identify state affiliates with lived experience and the ability to lead/coordinate the procurement and management of grants.
3. Lead strategic planning and goal setting to prepare NPRA for national growth and long-term sustainability.
4. Develop and manage infrastructure needed for national expansion, including internal systems, policies, technology platforms, and communication channels.
5. Oversee and grow NPRA's social media and digital presence, including content development, engagement strategies, analytics tracking, and audience growth.
6. Direct and support the acquisition and management of grants, including writing applications, tracking compliance, managing reporting requirements, and ensuring successful outcomes.
7. Lead monthly NPRA and Advisory Board meetings, maintaining active communication and support for affiliates and stakeholders.
8. Engage and support NPRA's Advisory Board in setting and achieving strategic objectives.

9. Manage and coach NPRA Affiliate Directors, providing guidance, support, and accountability to ensure alignment with NPRA's mission and goals.
10. Collaborate with the ARCHway CEO to increase funds raised and identify new funding opportunities through grants, partnerships, and sponsorships.
11. Represent NPRA at major conferences, including committee participation, peer speaker engagement, and membership development.
12. Identify and attend conferences, events, and networking opportunities to grow NPRA membership, establish new affiliates, and enhance NPRA's national impact.
13. Create and implement national educational opportunities for peers, including webinars, trainings, workshops, and other initiatives that support peer development.
14. Build, monitor, and continuously improve NPRA's membership structure to serve affiliates and individual members across the country.
15. Establish and track key performance indicators (KPIs) related to social media growth, affiliate success, membership expansion, donor development, and grant performance; responsible for NPRA budget.
16. Function as a division of ARCHway Institute – facilitating collaboration with ARCHway (i.e. supporting other programs – advocates for hope, grant giving, educational efforts; transitioning supporters of NPRA to supporters of ARCHway)

Fully remote with some travel required.

Travel Expectations - approximately once per month; April and September (reentry month and recovery month) tend to involve more intensive travel schedules, but there are also likely months with no out of state travel required which balances it out).

Skills:

- Strategic planning and infrastructure development
- Leadership, management, and coaching of teams
- Strong written and verbal communication skills
- Social media management and content creation
- Grant writing and compliance management
- Community organizing and network building
- Proficiency with basic computer software and project management tools

Metrics:

- Growth in NPRA social media followers, newsletter subscribers, and online engagement metrics
- Expansion in the number of NPRA affiliates and active members nationally

- Increase in donor base and grant funding secured leading to a sustainable NPRA
- Successful management and reporting of all awarded grants
- Strengthened affiliate director engagement and measurable affiliate outcomes
- NPRA Budget Management

Qualities the Executive Director Must Exhibit:

- Role Model of Recovery: Lives as an example of personal recovery, inspiring peers and the broader community through leadership grounded in lived experience.
- Teamwork: Ability to work collaboratively with a diverse network of affiliates, partners, and leadership, fostering a spirit of unity and shared purpose.
- Integrity: Demonstrates honesty, transparency, and ethical decision-making in all relationships and responsibilities.
- Attention to Detail: Maintains high standards of quality and accuracy in all work, from grant management to social media communications.
- Consistency: Shows dependable, reliable performance over time, ensuring that NPRA operations and growth efforts remain steady and effective.
- Communication: Communicates clearly, proactively, and professionally across all platforms, strengthening connections with members, partners, and the national peer recovery community.

Send resumes and any questions about this role to:

Matt Brown, CEO ARCHWAY Institute

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