

Non-profit Executive Director

New York Inter-group Association of Alcoholics Anonymous (NYIG)

Summary

We are a membership-supported non-profit 501(c)(3) founded to assist AA groups in the Greater New York area to carry the message to those seeking help with alcohol problems. We are seeking an experienced Executive Director to lead our organization through a period of transition and renewal, as the response to the COVID-19 pandemic has changed and continues to change the way many member groups operate.

The successful candidate will be responsible for overseeing all operational aspects of our organization and programs and will work closely with the Steering Committee on strategy, ensuring that we are operating efficiently and effectively to meet our mission as provided in our bylaws. You will work with staff members and our motivated volunteers to ensure they are aligned with NYIG's mission and vision.

NYIG has a close-knit culture in which we place a high priority on service to member groups and individuals seeking help. We are in search of an Executive Director who is aligned with our culture and will continue to enhance it through positive leadership.

Responsibilities

The goals of NYIG are to make the AA recovery program accessible to those seeking help, to maintain a central business office as a clearinghouse for AA activities in the NY area, to cooperate with other AA service entities, to function as communications center for member groups, and to conduct relevant special events. The Executive Director works under the direction of the NYIG Steering Committee to ensure the orderly, efficient operation of the NYIG office and staff. The Steering Committee is ultimately responsible to member group delegates for carrying out all activities of NYIG. Because the Steering Group is an all-volunteer board, half of whose members rotate out each year, the Executive Director will be a trusted advisor on non-profit operational issues, compliance, and best practices. The Executive Director will have the following responsibilities:

Leadership and management

- Strategy. Work closely with the Steering Committee to establish strategic objectives and ensure office resources are aligned correctly.
- Financial management and reporting. Work with office staff, bookkeeper, accountants and volunteer Treasurer to ensure correct reporting to the Steering Committee, Finance Committee, and member group delegates. Oversee office cooperation with annual audit.
- HR and staffing. Review staff responsibilities and ensure they align with the strategic goals of the organization. Maintain confidentiality of employee records in accordance with laws and policies.
- Regular meetings. Establish structure for successful regular meetings of service committees, area forums, delegates meetings, etc.

- Special events. Work with volunteer committees to ensure successful production of special events.

Operational

- Contributions. Oversee the contributions process to ensure smooth operation and compliance with our Traditions and bylaws.
- Literature sales. Oversee operation of our online and physical bookstores. Evaluate operations, taking into account other outlets, and make recommendations to the Steering Committee accordingly. Balance POS system regularly. Conduct yearly inventory audit and balance against POS system.
- Vendors. Oversee vendor payments. Manage relationships with existing vendors, including benefits providers and landlord. Negotiate and report to Steering Committee suggestions on renewing or new contracts.
- Meeting listings. Oversee the frequent updating of meetings and publication of group meeting listings.
- Communications. Ensure that email, mail, and phone communications to NYIG are responded to in a timely fashion and in accordance with our Traditions.
- Human Resources. Manage and motivate staff, and comply with applicable laws, regulations, and best practices. Explain federal and state compliance to volunteer officers and employees.

Qualifications

- 10 years minimum sobriety in AA
- Demonstrated leadership ability in AA and in a business/professional career
- Proven general management experience, preferably as director of a multifunctional organization, including understanding of operational issues, planning and controls, budgeting, financial reporting, HR, and IT
- Effective communication skills, both verbal and written, with the ability to report clearly and concisely on NYIG operations to the Steering Committee, member groups, and the Fellowship at large
- Demonstrated understanding of the unique nature of AA and our history, and direct experience with our 12 Traditions, 12 Concepts, and AA as a whole
- Experience working with a volunteer board with limited terms
- Computer skills: Microsoft 365 required; knowledge of accounting software such as QuickBooks, CMS platform such as WordPress, and e-commerce platforms desirable
- Availability to work select weekends and evenings, up to 10 pm on some evenings and later for special events.

How to apply

Applicants should submit a professional resume and AA service resume that includes sobriety date, service positions, home group, any experience with NYIG or the General Service Office, and any experience dealing with both volunteers and the public to search@nyintergroup.org.

Benefits include health, dental, and vision coverage, and 403(b).