



Executive Director

About Addiction Recovery Care Association, Inc. (“ARCA, Inc.”)

ARCA, Inc. is a trusted leader in chemical dependency treatment, dedicated to improving lives through compassionate care, evidence-based programs, and community partnerships. We are seeking a visionary and experienced Executive Director to lead our organization into its next phase of growth, innovation, and service.

Position Overview

The Executive Director provides strategic, operational, and administrative leadership for ARCA, Inc. This role oversees program delivery, regulatory compliance, and organizational development while maintaining a strong focus on quality, collaboration, and fiscal responsibility. The ideal candidate combines strong business acumen with a deep understanding of behavioral health services and a passion for supporting individuals in recovery.

Key Responsibilities

- Lead daily operations and ensure compliance with all state, federal, and Medicaid regulations.
- Develop and maintain organizational policies, procedures, and quality assurance systems.
- Implement and monitor the Strategic Plan, making recommendations for growth and program expansion.
- Oversee financial performance and ensure responsible, mission-aligned use of resources.
- Recruit, hire, and evaluate management and administrative staff.
- Foster relationships with community partners, referral sources, and regulatory agencies.
- Serve as a key liaison to the Board of Directors, providing regular updates and strategic input.
- Seek external funding and philanthropic resources to support programmatic efforts.
- Engage and participate in local, state, regional, and national committees, organizations, to support and enhance collaborative partners and relationships.

Qualifications

- Bachelor’s degree required; advanced degree preferred.
- Experience in nonprofit organizations.
- Knowledge of chemical dependency treatment and related best practices.
- Experience in facility operations management.
- Leadership and executive management skills with the ability to direct a complex organization.
- Excellent written and verbal communication skills.

- Demonstrated ability to analyze data and use evidence-based insights to make informed, data-driven decisions.
- Previous operational leadership experience in behavioral health, residential treatment, or related healthcare settings.
- Relevant certifications (e.g., CADAC, CPS) preferred.
- Substance abuse treatment experience preferred, not required.

Join Us in Making a Difference

If you are energized by mission-driven leadership and passionate about expanding access to high-quality recovery services, we want to hear from you.

How to Apply

Submit the following to apply@arcanc.org:

- Cover Letter
- Resume
- Three Professional References

Applications accepted through December 1, 2025. Review will begin shortly thereafter.

Salary is commensurate with experience.