



The First Source for Nonprofit Leaders SINCE 1963



POSITION GUIDE

ORGANIZATION:	PEER Services
POSITION:	Executive Director
REPORT TO:	Board of Directors
LOCATION:	Evanston, Illinois

MISSION

PEER Services' mission is to eliminate substance use and the problems it causes for individuals, families, and communities through collaborative, high-quality prevention and treatment services.

ABOUT PEER SERVICES

Since 1975, PEER Services has provided community-based substance abuse prevention and treatment services to the residents of Evanston, Northfield, New Trier, Maine and Niles Townships, and the north side of Chicago.

PEER Services was founded as a non-profit organization by a group of citizens who were concerned about the impact of substance abuse on the lives of individuals, families, and the greater Evanston community. This citizen group included representatives from the business community, clergy members, parents, elected officials, and other community leaders.

In 1987, PEER Services began providing on-site services at local schools, and the organization received its accreditation from the [Joint Commission](#) in 2000. In 2001, in response to the growing number of referrals the organization was

receiving from the Glenview, Northbrook, and Park Ridge communities, PEER Services opened a second office in Glenview.

Its array of services has expanded over the years to respond to changing community needs. PEER Services has found that its work is best accomplished by educating the community and preventing substance abuse from developing, intervening when substance abuse problems do develop, and providing treatment for teens and adults struggling with abuse, dependence, or addiction.

PEER Services is committed to delivering quality services designed to meet the needs of the individuals, families, and communities it serves by utilizing the best practices in the field. The organization values professional development and ensures that staff members remain up-to-date on the cutting-edge research and advances in the prevention and treatment of substance use disorders. A number of the staff members have been recognized for their excellence in the field by statewide organizations, including the [Illinois Association for Behavioral Health](#) and the Illinois Association for Medication Assisted Addiction Treatment.

OPPORTUNITY

Following the departure of a long-term leader, PEER Services is seeking its next Executive Director. The next director will have the opportunity to take the helm of an agency with an outstanding reputation, a solid financial footing, and a high-quality, committed staff.

The Executive Director will have the opportunity to further strengthen the organization to better prepare it for an ambitious future. The Executive Director will be charged with developing and leading a comprehensive strategic plan that addresses both internal and external goals and objectives. Critically, the Executive Director will lead the effort to expand the reach of PEER Services, engaging an ever-expanding community in its mission. He or she will have the opportunity to diversify and increase sources of support through development efforts and board expansion. This individual will help educate and advocate for the well-being of those served by PEER Services. Internally, the Executive Director will have the opportunity to continue to build upon the organization's internal culture, systems and infrastructure, as well as governance to ensure a strong, efficient organization that is led by a cohesive, passionate team.

POSITION SUMMARY

The Executive Director of PEER Services will provide executive management of board relations, program delivery, resource development (including fundraising), external collaboration, finance and budgeting, and governmental affairs. He or she will manage and administer the agency's \$1.9 million budget and 31 staff (18 full-time, 13 part-time), build and guide a team, think strategically about how to balance mission and sustainability, raise resources in support of the mission, and

serve as a leader for substance abuse treatment and prevention in the northern suburbs, the north side of Chicago, as well as statewide.

CANDIDATE PROFILE

PEER Services seeks a proven leader with dedication and commitment to human services management in the not-for-profit arena. An affinity and passion for the mission of PEER Services must be evident, although specific experience in healthcare and/or substance abuse and treatment is not required.

The successful candidate will bring strong leadership ability and will be skilled at building and guiding a team towards success and a positive client experience. Having the humility to delegate is important, as is the ability to listen and lead with respect for staff, clients and community members alike.

A big picture thinker and ambitious leader, the next Executive Director must also be a knowledgeable manager with excellent administrative and operational skills and an understanding of best administrative practices. He or she will have demonstrated expertise in finance and financial oversight and will be comfortable with technology and management information systems.

A compelling presence and excellent communication skills are a must, as is a proven ability to build relationships with community and funding partners. Candidates must be prepared to serve as a key external representative for PEER Services, and to build support for the mission through collaboration, advocacy and leadership. He or she should be literate with respect to social media. Experience in fundraising will be beneficial.

Important personal qualities include approachability and the ability to relate to people from all walks of life. The successful candidate will possess strong analytical skills and the ability to juggle competing priorities while maintaining a calm demeanor. This person is organized, goal-oriented and decisive. A collaborative nature is a must.

A bachelor's degree in a related field is required; a master's degree is strongly recommended.

To apply, please submit a current resume and letter of introduction to Kittleman & Associates, LLC at <http://www.kittlemansearch.com/peer-services/>.

For more information about PEER Services, visit www.peerservices.org.