COWTOWN CLUBHOUSE

Job Description

TITLE: Executive Director

REPORTS TO: Clubhouse Board of Directors

JOB SUMMARY:

The Executive Director is a professional position with Cowtown Clubhouse, providing services for adults with mental illnesses in accordance with the Clubhouse International Standards for Clubhouse Programs. The Executive Director works in partnership with the Board, staff, members, and community leaders to continuously achieve the mission and goals of the Clubhouse. The Executive Director is responsible for oversight of all programs and services provided by the Clubhouse, and represents the Clubhouse in the community.

MAJOR RESPONSIBILITIES:

1. BOARD
   • Manage the agency in keeping with by-laws, mission statement, budgets, and procedures established by the Board.
   • Keep the Board informed of status of all aspects of the organization.
   • Make recommendations to the Board concerning development and implementation of programs and services that help fulfill the agency’s mission and ensures sustainability of the organization.
   • Support the work of the Board, including preparation for meetings.

2. FINANCIAL MANAGEMENT
   • Prepare annual operating budget for presentation to the Board for approval.
   • Manage day-to-day financial transactions in accordance with approved budget.
   • Ensure financial transactions are properly recorded with adequate documentation.
   • Furnish details of financial transactions to bookkeeper.
   • Provide the Board with monthly financial statements.

3. HUMAN RESOURCES
   • Recruit and train staff and volunteers to work in keeping with the Clubhouse model.
   • Supervise the performance and growth of all employees.
   • Conduct annual staff evaluations.
   • Maintain personnel files.
   • Manage employee benefits.
   • Ensure the Clubhouse conforms to current labor, health, and employment laws.

4. FUNDRAISING
• Create and implement a strategic plan for the financial support of Cowtown Clubhouse.
• Develop and maintain relationships with individuals, businesses, organizations, and community resources who can support Cowtown Clubhouse
• Identify and create grant and other fundraising opportunities.
• Create development and marketing materials to support grant applications, events, and campaigns.
• Ensure that all requests are made on a timely basis.
• Maintain donor records and ensure all contributions are acknowledged in a timely manner.

5. PROGRAM DEVELOPMENT

• Oversee the day-to-day operations of the Clubhouse.
• Ensure that members are meaningfully involved in work ordered days and are invited to participate in all aspects of the operation of the Clubhouse.
• Partner effectively with businesses and other organizations to provide employment, education, health, housing, and other services for members.
• Conduct regular assessments of the program implementing changes as needed.

6. MARKETING

• Develop and implement an effective social and print media program to communicate the mission and activities of Cowtown Clubhouse, including an effective website, online newsletter, etc.
• Represent the Clubhouse in community organizations to raise awareness of the Clubhouse.

7. COMPLIANCE/QUALITY ASSURANCE

• Ensure all returns and reports required by Federal and State law are filed in a timely manner.
• Ensure the Clubhouse operates in accordance with the philosophy and standards for Clubhouse International accreditation.
• Maintain accreditation with Clubhouse International.

MINIMUM JOB QUALIFICATIONS:

• Effective communicator (writing and public speaking).
• Organized with attention to detail.
• Reliable with a strong work ethic.
• Able to relate respectfully and effectively with individuals with mental illness.
• Able to meet multiple and competing demands.
• Able to work independently and as part of a team.
EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor’s degree in human services or related field. Advanced degree a plus.
- Experience in not-for-profit and human service program management.
- Experience in fundraising, public relations, and advocacy.
- Experience working with people living with mental illness.
- Experience/ability working with and growing a developing organization.
- Experience as an executive director with a non-profit preferred.
- Understanding/experience with the Clubhouse model preferred.

Salary to be determined based on experience.

To apply, please send resume to kathleenmadeja@gmail.com.