



## Recovery Cafe of Madison

Established 2022

**POSITION TITLE:** *Executive Director*

**POSITION REPORTS TO:** *Board of Directors*

**JOB TYPE:** *Exempt; Full-time (40 hours/week)*

**SALARY:** *\$40,000/year*

***Open until filled; preference given to applicants that apply prior to 12/2/2022.***

### **Job Summary:**

The Recovery Café is a love-based peer recovery community that believes all human beings are all recovering from something. Recovery challenges might include substance use, mental health, homelessness, trauma, systemic racism, loss, grief, loneliness and more. Regardless of the recovery challenge, we seek to create an environment in which individuals can come to know themselves as loved and as instruments of love in the lives of others. The Executive Director has a deep understanding of the Café's vision and works to nurture and maintain our guiding principles. The Executive Director carries the message of recovery to the external community and leads/nurtures the internal leadership, staff, volunteers and members.

### **Overall Qualifications:**

- Mission driven with a belief in the abilities of individuals to become their best selves.
- Demonstrated lived experience/understanding of recovery, and commitment to personal practices of wellness and self-care.
- The ability to master details, while also engaging in the big picture.
- Self-motivated to build upon relationships with the government, private and nonprofit sectors held by the Recovery Café to expand services over the next three years.
- Experience in raising the money needed for Recovery Cafe to accomplish its mission and to grow.
- The ability to tell the story of Recovery Cafe and the impact of its work through marketing and communications.
- Demonstrated competency in the development and implementation of an operating budget.
- The ability to coach and develop a team across the Café through interpersonal relationships.
- The ability to be the spokesperson for the organization committed to changing the narrative about what recovery support means and how it is created within a community.
- The ability to lead a dynamic strategic planning process engaging Advisory Committee, staff, members, volunteers and community to create a living document that will guide the Recovery Café's work.
- Self-starter, high energy with excitement and vigor for the work. A sense of humor, humility, and the ability to demonstrate empathy through the prioritization of relationships is a must.

- Hold a deep commitment to and value cultural competencies related but not limited to race, gender identity, otherly-abled, religion, and sexual identity.
- Demonstrated nonprofit leadership experience with increasing levels of responsibility.
- Effective verbal and written communication skills. Should be able to adapt communication style to suit different audiences.
- Effective facilitation skills. Should be able to facilitate group discussions.
- Attention to detail. Should be able to develop accurate written materials.
- Action orientated. Should be able to follow up on feedback to ensure positive outcomes.
- Peer Recovery Coach or Certified Recovery Specialist Training or ability to attain within 30-60 days.

### **Specific Requirements:**

#### ***Fund Development, Marketing and Communications—50%***

##### **Resource Development**

- As the chief fundraiser, develop and implement the organization's fundraising strategy yearly in partnership with the staff and Advisory Committee/Board.
- Responsible for raising funds to meet the organization's fiscal goals.
- Oversee all grant writing and reporting on contracts and grants to government, foundation and private funders.
- Support the existing efforts for annual unrestricted giving, as well as help identify high-capacity donors and friends.
- Help to develop a case for long-term on-going support for specific programs, general support and expansion initiatives.
- Identify and secure public dollars to support Recovery Café's current and future efforts.
- Collaborate with Advisory Committee/Board members to activate their networks, train them to be a part of the solicitation process and strengthen their intellectual and emotional connection to Recovery Cafe in ways that inspire their financial leadership and commitment in support of ongoing and expanding philanthropic giving.

##### **Marketing and Communications**

- Develop and convey the story of Recovery Cafe through multiple outlets and platforms.
- Provide oversight to Recovery Café's annual events to maximize fundraising and friend-raising outcomes, ensuring that engagement activity is strategic and represents a diverse array of philanthropic prospects, potential champions, agency staff, Café members, volunteers and partners.

#### ***Internal and External Leadership—30%***

##### **Internal Leadership**

- Maintain a climate which attracts, keeps, and motivates high performers who demonstrate exceptional emotional commitment to the mission of Recovery Cafe.
- Oversee hiring, supervision and support of staff and volunteer teams.
- Cultivate a healthy community and culture within the Recovery Café that fosters an environment of excellence, identifies strengths in individual staff members and encourages the application of those strengths to the mission of Recovery Cafe.
- Develop and maintain relationships with the Advisory Committee/Board.

- Along with the Advisory Committee/Board, identify a pipeline of diverse candidates and work to recruit new members.

#### **External Leadership**

- Be the public face of the organization by representing the programs and point of view of the organization to agencies, organizations, funders and the general public.
- Ensure the Recovery Cafe is an integral part of the homelessness and behavioral health systems of care locally.
- Cultivate essential partner relationships and cooperative arrangements with other nonprofit service providers and community groups.

#### ***Strategic Planning and Vision—10%***

- In partnership with the Advisory Committee/Board, staff, community, funding partners and café members, develop a strategic plan to vision the organization and its expansion.
- Develop clarity about the power of a peer-led community within the homeless, mental health and recovery communities and its full integration within the system of care.
- Create a yearly operational plan that ensures the organization achieves the goals set forth in the strategic plan.

#### ***Budget, Finance, and Administration—10%***

- Propose an annual budget to the Advisory Committee/Board; communicate the objectives, initiatives and assumptions of the budget; and, conduct financial operations within the parameters of the budget approved by the Board of Directors.
- Oversee and participate in the efforts of the Finance Committee, assuring that sound financial procedures and practices are followed and communicated to the board and staff.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- Ensure staff accountability for excellence through well-defined, measurable plans and goals.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.