



Job Announcement Executive Director

Are you passionate about people and supporting those in recovery and marginalized populations to transform their lives? So are we! Are you looking for a position that uses your talents and energy to help a small organization grow? Do you like to lead with loving accountability, to build relationships with donors, to connect? Do you appreciate a strength-based workplace that values transparency and authenticity? Come and join us.

Recovery Cafe Skagit is a nonprofit whose mission is to *be a safe, healing community for individuals in recovery from the traumas of homelessness, addiction, and mental health challenges and to empower long-term transformation through human connection.* We define *recovery* in a broad sense--recovery from substances, mental health challenges, homelessness, and any number of conditions and experiences. The Café is a place for people to join a community that offers radical hospitality, meets them where they are, and walks beside them on their journeys.

The Executive Director will need to have a deep understanding of the ways people can and will respond to the troubles and injuries of life, to be accepting of and willing to join a staff and learn from them, to collaborate and share decision-making with the Café Leadership Team, and to offer talents and skills to help a fledgling organization meet its goals.

Executive Director Job Description

The Executive Director's primary responsibility is to ensure that Recovery Cafe Skagit fulfills, sustains, and furthers its mission. A key element is leading the fundraising effort. The Executive Director exercises this responsibility under the authority of and in close communication with the organization's Board of Directors and works in close consultation with the founders and Leadership Staff.

Organizational Management and Planning

- Develops, supports, and collaborates in the implementation of the Strategic Plan as defined by the Board.
- Provides leadership consistent with the Café's mission and supports the shared decision-making structure of the Café to achieve stated goals.
- Works with the program manager to ensure development and implementation of programs and services aligned with the Café's mission and strategic plan.
- Assures compliance with local, state, and federal laws governing nonprofit charitable organizations in all areas.

Leadership

- Commits to learning the Recovery Café model from the Board, Recovery Café Network, Café staff, and other sources as needed.
- Serves as a leader, both within the Cafe and externally in the broader community, to promote awareness of, and resources for, Recovery Cafe Skagit.
- Models excellent leadership skills and characteristics to staff, members, and the larger RCS community, demonstrating commitment to the Café's values of Safety, Respect, Compassion, Accountability, and Gratitude.
- Commits to the core principles of the Recovery Café Network, including a commitment to *work to end systemic racism and socioeconomic inequality so every person can thrive*, and participates in Recovery Café Network events and trainings.

Financial Management

- Participates in the development of the annual fundraising plan with the board development team.
- Actively identifies, nurtures relationships with, and secures investments from, public and private sector sources.
- Participates in direct solicitation of gifts from corporations, foundations, organizations, and individuals.
- Leads grant writing and participates as needed to support the fundraising plan.
- Works with bookkeepers and contracted fiscal organizations to develop and implement the annual operating budget, seeking input from the Café staff leadership, which is presented to the Board for review and approval.
- Ensures ongoing budgetary compliance and evaluation, ensuring full regulatory and legal compliance in all operations.
- Ensures development of monthly budgetary reports and quarterly financial statements for the Board and senior management staff, providing an annual financial statement for Board approval.
- Responsible for fiscal management that operates within the approved budget, ensures maximum resource utilization, and maintains the organization in a positive financial position.
- Establishes and maintains proper internal controls and compliance to ensure that all resources are appropriately deployed, necessary decisions are made, operations are financially sustained, and issues resolved.
- Ensures the development of an Annual Report to share with donors, prospective donors, and the Café's supportive community.
- Works with the Café's contracted accounting firm to generate and submit annual 990 tax returns.

Human Resources

- Fosters an environment and strengths-based culture of compassion, safety, and trust, engages all staff with a spirit of collaboration and compassion, and moves past cultural stereotypes that interfere with recovery.

- Fosters an organization that consistently embodies the Cafe’s guiding principles and centers upon open communication.
- Oversees implementation of the Cafe’s Personnel Policies.
- Recruits, selects, guides, manages, and evaluates the performance of staff, and volunteers.
- Promotes the growth of staff through training, guidance, and regular evaluation.
- Delegates effectively, particularly day-to-day supervisory responsibility to senior management staff.
- Develops, assists, and when necessary, takes corrective action or terminates employees or volunteers.

Public Relations and Community Advocacy

- Participates in the development, implementation and evaluation of an annual public relations and media plan.
- Leads the Café in community initiatives and activities that support and advance the Cafe’s mission and vision.
- Serves as the primary spokesperson to partners, stakeholders, the media, and the general public, and leads staff to develop presentation and advocacy to advance the café’s mission.
- Participates in the ongoing education of and communication with the community, elected officials, legislators, health care authority, funders, and other policy makers regarding the policy and resource needs of the affected populations.
- Seeks opportunities to advance community awareness through ongoing advocacy in the private and public sectors.

Board Relations

- Responsible for communicating effectively, collaboratively, and transparently with the Board providing all information necessary for the Board to function properly and to make informed decisions.
- Supports the Board in their organizational assessment and evaluation, and other Board- authorized activities.
- Facilitates communication among the Cafe’s Board of Directors, staff, and volunteers to effectively plan, implement and evaluate programs and operations that advance the Cafe’s mission and vision.
- Assists in recruitment and education of members of the Board.
- Communicates closely with the Board the need for changes to or development of Board-level policies required for the evolution of the organization.

Qualifications & Application Process

Required Skills and Experience

- Bachelor’s Degree or an equivalent combination of education and experience; 4+ years of commensurate experience that includes but is not limited to fundraising,

administration, planning, financial management, and personnel management.

- Demonstrated ability to motivate employees and work effectively with a nonprofit Board of Directors to achieve organizational excellence.
- Demonstrated ability to lead an organization or program through change and growth.
- Excellent oral and written communications skills with diverse audiences and cultures.
- Demonstrated computer skills in word processing, databases, spreadsheets, financial reporting and tracking software, and online applications.

Preferred Skills and Experience

- Prior experience in the management of a nonprofit organization or a substantial nonprofit program.
- Hands-on experience in working with individuals in the mental health and substance use disorder recovery communities.
- Lived experience with substance use or mental health challenges.

Physical Requirements and Work Environment

- Good physical health, as necessary to carry out the responsibilities of the position.
- Ability to manage and handle normal to occasional high levels of urgency-related stress.

Compensation

This position is a salaried exempt position paying \$90,000 per year plus sick time, paid time off, phone reimbursement, and additional compensation to offset health insurance costs.

Application Process and Timeline

Please submit a cover letter, resume, and answer supplemental application question [HERE](#).
Have questions? Email them to alan@nerecovery.org

Applications will be accepted through July 31, 2024.

Interviews will ensue and hiring will take place during mid-August.

Employment will begin on or around September 1, 2024