



a place to belong and grow

Executive Director Job Description

About Recovery Café San José

Recovery Cafe San Jose (RCSJ) is a healing community for those traumatized by homelessness, addiction and mental health challenges. RCSJ is based upon a proven and successful model adapted from the original Recovery Café in Seattle and is part of a network of 17 Cafés spreading across the country, innovating new programs to engage Café Members. RCSJ daily demonstrates the founding belief that every human being is precious, worthy of love and deserving of the opportunities to fulfill their potential. In this sanctuary from the streets, the Café helps upwards of 500 participants annually develop tools and access other community resources for stabilizing recovery.

Overall Qualifications

- Mission driven with a belief in the abilities of individuals to become their best selves.
- The ability to master the details and still be engaged in the big picture.
- Self-motivated to build upon the tremendous relationships in the government, private and nonprofit sectors held by RCSJ to expand services over the next three to five years.
- Experience in raising the money needed for RCSJ to accomplish its mission and to grow.
- The ability to tell the story of RCSJ and the impact of its work through marketing and communications.
- Demonstrated competency in the development and implementation of an operating budget including the ability to report regularly to the Board and funders on the fiscal status of the organization.
- The ability to coach and develop a team across the Café through often complex interpersonal relationships.
- The ability to be the spokesperson for the organization committed to changing the narrative about what sobriety, mental health and homelessness support looks like across San José.
- The ability to lead a dynamic strategic planning process engaging board, staff, members, volunteers and community in the creation of a living document that will guide RCSJ'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, the otherly abled, religion, and sexual orientation.
- Demonstrated nonprofit leadership experience, at the ED or executive management level, with increasing levels of responsibility.

Specific Requirements

Fund Development, Marketing and Communications—40%

Resource Development

- As the chief fundraiser develop and implement the organization’s fundraising strategy yearly in partnership with the staff and Board.
- Responsible for raising \$750K yearly to meet the organization’s fiscal goals.
- Oversee all 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 RCSJ current and future efforts.
- Collaborate with board members to activate their networks, train them to be a part of the solicitation process and strengthen their intellectual and emotional connection to RCSJ 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 RCSJ through multiple outlets and platforms.
- Provide oversight to RCSJ’s annual events to maximize RCSJ’s 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 RCSJ.
- Oversee and supervise a paid staff of 7 and 47 volunteers.
- Cultivate a healthy community and culture within Recovery Café San Jose that fosters an environment of achievement, identifies strengths in individual staff members and encourages the application of those strengths to the mission RCSJ.
- Develop and maintain relationships with the Board of Directors and Advisory Council.

- Along with the Board of Directors, identify a pipeline of diverse board candidates and work to recruit new board members with the goal of doubling the size of the Board of Directors by 2021.

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 RCSJ is an integral part of the homeless and behavioral health system of care in Santa Clara County.
- Work to drive the conversation about what sobriety, mental health and homelessness support can look like in Santa Clara County.
- Develop critical roles with the governing bodies of Santa Clara County as well as critical county and city departments that are addressing behavioral health and homeless issues.
- Cultivate essential partner relationships and cooperative arrangements with other nonprofit service providers and community groups.

Strategic Planning and Vision—20%

- In partnership with the Board, staff, community, funding partners and café members, develop a strategic plan to vision the next 3 years for 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.
- Develop a member alumni system in order to retain their engagement and impact.
- 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 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.

*To apply for this position please send your **resumé with a cover letter**, addressing how your unique skill sets meets RCSJ's needs, to Strickland Strategies at lisa@stricklandsv.org.*