

Announcement

Position Opening: Executive Director for Capital Clubhouse

The Board of Directors of Capital Clubhouse, located in Washington DC, is seeking a successor to its founding Executive Director. Capital Clubhouse is a not-for-profit organization providing services and opportunities for people living with mental illness in the Washington DC area.

The Executive Director is responsible for working in partnership with the Board of Directors, the members (Clubhouse participants), staff and community leaders to continuously achieve the mission and goals of the organization. The Executive Director is also responsible for managing the day-to-day operations of the Clubhouse including administration, finances, personnel, public relations, fundraising, program development, communications, marketing, and quality assurance.

The Board of Directors of Capital Clubhouse is looking for a highly motivated and talented individual to grow and lead this young, exciting and innovative project. Capital Clubhouse is well on its way in creating a strong Clubhouse program for people living with mental illness based the International Standards for Clubhouse Programs. www.clubhouse-intl.org

The ideal candidate will have:

- A university or college degree in human services, psychology, social work public administration or related fields
- A minimum of five years' experience working with people living with mental illness
- Experience in not-for-profit and human service program management
- Experience working with a Board of Directors
- Experience in fundraising, budget management, public relations and public advocacy
- Excellent writing, public speaking and computer skills

Additionally, the ideal candidate will:

- An understanding and commitment to the Clubhouse model of psychiatric rehabilitation and the underlying values and principles
- Have a good work ethic and the ability to work long and flexible hours
- Work well with a diverse group of people
- Be able to effectively communicate in a variety of formats

Salary range: \$90,000 – \$110,000, plus a competitive benefits package.

Capital Clubhouse is an innovative community-based program for people living with mental illness. It is a program organized around the concept of building a

community of people who are committed to each other's success. The key objective is to support members - as they are known, rather than clients or consumers - in their recovery by fulfilling their aspirations in work, education and connection to community. Participation in the Clubhouse gives individuals the opportunity to join or rejoin the worlds of friendships, important work, employment, education and to access the healthcare and social services and supports they may individually need.

Capital Clubhouse is a welcoming and restorative environment for people who have had their lives drastically disrupted and need the support of others who believe that recovery from mental illness is possible.

Send resume asap to CapitalClubhouseDCSearch@gmail.com.

Capital Clubhouse Executive Director Detailed Job Description

Position: Executive Director

Time commitment: This is a full-time position

Accountability: The Executive Director reports to the Board of Directors

Authority: The Executive Director is authorized by the Board of Directors to act on behalf of the organization, to speak for the organization and to manage the day to-day operations of the Clubhouse. The Executive Director is authorized to enter into contracts and agreements on behalf of the organization.

• **Responsibility:** The Executive Director provides leadership, vision and direction to the Clubhouse community in pursuit of its mission. The Executive Director is responsible for the active recruitment of eligible Clubhouse members from the community, hiring, firing and managing the employees of the Clubhouse, fund development, administering the budget, public relations, contract management, and publicly representing the mission and vision of the Clubhouse. S/he is responsible for the imaginative implementation of the International Standards for Clubhouse Programs ([Standards](#)).

General Duties:

- Oversight and management of the day-to day operations of the Clubhouse.
- Preparation for and attendance of Board meetings, and Board committee meetings.
- Coordinating communication between the Clubhouse and members of the Board.

- Recruitment, hiring, supervision and termination (as needed) of all Clubhouse staff.
- Successful management of the annual budget development and monitoring process and the ongoing financial activities of the Clubhouse.
- Fund development and fundraising activities for the Clubhouse.
- Public Relations for the Clubhouse.
- Transitional Employment Development and Employer Relationships for the Clubhouse.
- Maintaining Department of DC Behavioral Health certification of Capital Clubhouse as a Specialty Provider of Mental Health Rehabilitation Services.
- Maintaining Clubhouse Accreditation from Clubhouse International.
- Timely communication to the Board of Directors and all required organizations of any serious incidents, issues or concerns.
- Providing all required reports and information to government and funding source organizations.
- On an ongoing basis is responsible for ensuring that there is significant and meaningful participation of Clubhouse members in all aspects of the Clubhouse organization.
- Keeping informed about issues in the general community relevant to the mission and operations of the Clubhouse.

Qualifications:

- Bachelors degree.
- A minimum of five years employment experience with continually increasing responsibilities in a Clubhouse or non-profit service organization.
- A clear understanding, ability to articulate and a commitment to the values and beliefs of a Clubhouse program for people living with mental illness, expressed in the International Standards for Clubhouse Programs.
- Excellent writing skills.

- Ability to work long and varied hours.
- A willingness to participate in the two-week Clubhouse Training Program at a certified Training Base.
- Ability to work with many different kinds of people with varied personalities and interests.

At Capital Clubhouse, inclusion is the foundation of our services. We continue to build a culture that encourages, supports, and celebrates the diverse voices of our members, staff and Board. It fuels our passion and connects us closer to the community we serve.