

## **Position Opening: Tarrant County Clubhouse Executive Director**

The Board of Directors of the newly organized Tarrant County Clubhouse located in Fort Worth, Texas is seeking a founding Executive Director. Tarrant County Clubhouse is a 501(c)3 not-for-profit organization that will provide services and opportunities for people living with mental illness in the Fort Worth 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. In particular, as the founding Executive Director, s/he will have the responsibility of start-up operations at the Clubhouse's initial site in Ft. Worth, Texas, and eventually directing the move to the Clubhouse's permanent future site. The Executive Director will be 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 Tarrant County Clubhouse is looking for a highly motivated and talented individual to develop and lead our new, exciting and innovative project. It is our intention to create a strong Clubhouse program for people living with mental illness following the International Standards for Clubhouse Programs, found here: [www.clubhouse-intl.org](http://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 three to five years' experience working with people living with mental illness
- An understanding and commitment to the Clubhouse model of psychiatric rehabilitation and its underlying values and principles
- Experience in not-for-profit and human service program management

- Experience working with a Board of Directors
- Experience in fundraising, public relations and public advocacy
- Excellent writing, public speaking and computer skills

Additionally, the ideal candidate will:

- Have a strong 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: \$65,000 – 75,000, plus a competitive benefits package.

The Tarrant County Clubhouse is an innovative community-based program for people living with mental illness. The program is organized around the concept of building a community of people who are committed to each other's success. 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.

Tarrant County 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.

For best consideration, Send resume by November 26, 2018 to: [BrownPeggy84@gmail.com](mailto:BrownPeggy84@gmail.com)

No phone calls please.

## **Tarrant County Clubhouse Executive Director Job Description**

Position: Founding 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 ([www.clubhouse-intl.org](http://www.clubhouse-intl.org)).

### **General Duties:**

- Launch of operations at Tarrant County Clubhouse's start-up site in downtown Fort Worth, and work toward opening a fully realized Clubhouse in a permanent facility.
- Oversight and management of the day-to day operations of the Clubhouse.
- Preparation for and attendance at board meetings, and board committee meetings.

- Coordination of 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.
- Overseeing Transitional and Supported Employment Development and Employer Relationships for the Clubhouse.
- Obtaining and 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:

- A university or college degree in human services, psychology, social work, public administration or related fields.
- A minimum of three to 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.
- A demonstrable understanding of the International Standards for Clubhouse Programs.
- Excellent writing skills.
- Ability to work long and varied hours.
- A willingness to participate in the Comprehensive Clubhouse Training Program at an authorized Clubhouse International Training Base.
- Ability to work with many different kinds of people with varied personalities and interests.