



JOB ANNOUNCEMENT

EXECUTIVE DIRECTOR, RECOVERY CAFÉ SAN JOSE

Recovery Cafe San Jose is in its launch year and is seeking a dynamic leader to step into the exciting expansion of our community. This year we will undergo a beautiful \$1 million renovation of our facility and expand our program in remarkable ways to fully support our members in recovery, re-entry and employment. Our leader will be a person with an unwavering commitment to build a healing community for those traumatized by addiction, homelessness, mental health challenges, and re-entry into the community from incarceration. It is our desire that through this healing community people will develop an inner and outer stability that assists them in finding housing, employment and activities that add meaning and purpose to life. RCSJ is based upon a proven and successful model adapted from the original Recovery Café in Seattle.

The Executive Director is the Chief Executive Officer of Recovery Cafe San Jose and as such **demonstrates exceptional emotional commitment to the fulfillment of our mission to create a transformative recovery community**. The Executive Director will work closely with the Founding Director to assure the consistent achievement of its mission and financial objectives. The optimal candidate will be ready to step into the position to lead the start-up into its next expansion. Benefits to this position include flexible work options, the opportunity to shape a new organization, and the reward of significant transformation in peoples' lives.

In Leadership, the Executive Director will:

- Model exceptional character to the staff, members and larger community through a deep commitment to exemplary ethical conduct and demonstrated expertise in cultural competencies, related, but not limited to, race, gender identity, disability (physical or mental), religion, or sexual orientation.
- Cultivate a healthy community and culture within Recovery Café San Jose and challenge the organization to live up to its vision, mission and guiding principles.

In budget and finance, the Executive Director will:

- Hold primary responsibility for developing and sustaining adequate resources to support the organization through strategic fundraising and resource development practices.

- Develop a fundraising structure for the organization, assist Board Members and volunteers to become effective fund raisers, and raise major gifts. Will lead the organization in obtaining funding resources from individual gifts, grants, events and government contracts.
- Assure that sound financial procedures and practices are followed and communicated with Financial Officer/Treasurer.
- 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.

In communications, the Executive Director will:

- Be the public face of the organization by representing the programs and point of view of the organization to agencies, organizations, and the general public.
- Establish sound working relationships and cooperative arrangements with community groups, organizations, and strategic partners.
- Acknowledge and maintain communication with the organization's donors, volunteers and supporters.

In leadership of staff, the Executive Director will:

- Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- Lead staff and volunteers in a way that makes them, and the members, better. Maintains a climate which attracts, keeps, and motivates people who demonstrate exceptional emotional commitment to the mission of RCSJ.

In General Administrative functions, the Executive Director will:

- Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Provide leadership in developing organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Maintain a working knowledge of significant developments and trends in the field.

Qualifications:

Qualified Candidates will have successfully completed a Bachelor's degree, advanced degree preferred. The ideal candidate will have a minimum 3-5 years experience as ED or comparable position and will have:

- demonstrated ability to recruit, engage and support a Board of Directors
- successfully led fundraising campaigns for a non-profit organization in the areas of major individual gifts, grant-writing, events and government contracts
- created and executed the organizational annual financial plan
- demonstrated leadership in a combined volunteer and direct-staff organization that delivers services to its clients
- demonstrated strong communication skills and ability to motivate and draw out the best in human resources

To apply send resume and cover letter to Dana Bainbridge at dana@recoverycafesj.org