

Massachusetts Clubhouse Coalition Executive Director Job Posting

Title: Executive Director

Organization: Massachusetts Clubhouse Coalition (MCC)

Summary of Position

The Executive Director is responsible for coordinating and supervising the work of the Massachusetts Clubhouse Coalition (MCC) and assisting the MCC in staying true to its mission and accomplishing its goals as established by the MCC Statewide body. The Executive Director is responsible for ensuring the financial solvency of the organization by leading the MCC in raising funds, collecting payments due and overseeing the disposition of those funds solely for the purpose of accomplishing the goals and objectives of the organization. The Executive Director is responsible for continually exploring opportunities to raise additional funds. The Massachusetts Clubhouse Coalition is a non-profit organization.

The Executive Director provides leadership to the MCC both internally and externally and engages and develops the leadership of Clubhouse members and staff in establishing and accomplishing the goals of the MCC. The Executive Director will help to engage and sustain allies in the work of accomplishing the organization's goals.

The strength of the MCC comes from its active member participation and leadership, its positive mission, the quality of member Clubhouses, and the MCC's unity in working towards a common vision. The Executive Director will play a leadership role in helping the MCC stand as a unified body in accomplishing its goals. This includes helping all Massachusetts Clubhouses achieve quality Accreditation from Clubhouse International. The Executive Director will assist the MCC Clubhouses in supporting each other as they strive to adhere to the International Clubhouse Standards, expand opportunities for members, and provide empowering, quality Clubhouses for those working to recover from serious mental health challenges.

Qualifications

A minimum of a Bachelor's degree

Strong writing and communication skills

Previous successful advocacy/ community organizing experience

Demonstrated ability to develop and maintain positive relationships with diverse groups of people, entities and other stakeholders

Strong demonstrated experience in facilitating meetings, helping large, diverse groups reach consensus and unity

Demonstrated successful fundraising experience

Demonstrated ability to successfully manage a budget

Strong Computer literacy skills (Microsoft Word, Excel, PowerPoint, Adobe) and technology skills/ platforms (Zoom, Teams, Calendar, Translation software, Squarespace, payment processing).

Supervisory Experience

Strong ability to work independently and collaboratively

Valid driver's license and have ability to travel throughout MA – Access to a car necessary

Must pass a CORI (Criminal Offender Record Information)

Clubhouse experience preferred

To Apply:

All resumes and cover letters need to be submitted electronically through this link mccexecdir.applicants@gmail.com. All submissions receive acknowledgment (until candidate selected) and are confidential until references sought (to the degree that we can control confidentiality).

Candidates should include a resume and a cover letter that describes how their qualifications and experience match the needs and mission of the Massachusetts Clubhouse Coalition. The offered salary is \$67,000 annually, for full time work, dependent and negotiable based on experience. Also offered are health insurance, retirement benefits, and paid time off.

To learn more about the Massachusetts Clubhouse Coalition, visit our web site:

www.massclubs.org