

# **Granite Pathways Clubhouse of Manchester NH**

## ***POSITION OPENING: EXECUTIVE DIRECTOR***

The Board of Directors of Granite Pathways is seeking a full-time Executive Director for a Certified Clubhouse to be opened in Manchester, NH by June 30, 2010. The Clubhouse will engage adult members with mental illnesses in peer supported programs focused on employment, education, housing, and wellness. Granite Pathways is a not-for-profit organization founded in 2009 to bring the Certified Clubhouse model to NH and operate according to the standards of the International Center for Clubhouse Development (ICCD). We are seeking a highly motivated person interested in bringing this research-based, internationally recognized recovery model to New Hampshire.

The Executive Director will work in partnership with members, staff, and the Board of Directors to:

- Eliminate the social isolation of mental illness and provide an environment in which members build healthy and fulfilling social relationships
- Improve members' resiliency, coping skills and access to housing and basic needs so as to avoid crises and reduce hospitalizations
- Enhance members' employment opportunities, stability, and wages
- Increase the number of members who are advancing their educations and career training
- Eliminate the stigma of mental illness and build members' sense of hope, pride and dignity.

### **Responsibilities**

The Executive Director will work with the Board on initial start-up and development of the Clubhouse. This will include establishing the location for the Clubhouse, hiring additional staff, fundraising and grant writing, building community partnerships and support, and recruiting and engaging members. Ongoing responsibilities include:

- Oversight of all operations of the Clubhouse in conformity with the International Standards for Clubhouse Programs ([www.iccd.org](http://www.iccd.org))
- Selection, hiring, supervision, and discharge of employees
- Engaging members as equals in the activities, programs, and decision-making within the Clubhouse
- Preparation and successful management of the annual budget and financial condition of the Clubhouse
- Fundraising, community relations, marketing, and quality assurance.

## **Qualifications:**

**Education:** Minimum of a Bachelor's degree in human services, social work, psychology, or related field and relevant experience; Master's degree preferred.

**Work Experience:** Minimum employment experience of 5 years that includes working with individuals with mental illness and/or co-occurring mental illness and substance abuse disorders and experience in nonprofit management; experience in Certified Clubhouses preferred.

**Reporting Structure:** This position is supervised by the Board of Directors and will oversee other staff (program generalists).

## **Other Qualifications:**

- Demonstrated leadership, financial management and fundraising skills
- Experience working with Boards of Directors
- Demonstrated commitment to the achievement potential of adults with mental illnesses
- Excellent writing, public speaking and computer skills
- Highly organized, self-motivated, and able to handle multiple tasks
- Strong work ethic and willingness to work flexible hours, including evenings and weekends.

## **Other Expectations:**

- Willingness to attend a three-week, paid, out-of-town ICCD training program
- Strong commitment to the values and standards of the ICCD and Certified Clubhouse model of recovery.

**Compensation:** The salary is competitive and commensurate with qualifications and experience.

**Contact:** Please **mail** your resume and a cover letter to Geri Foucher, 18 Pebble Beach Dr., Bedford, NH 03110 or **email** Pam Brown at [pam@granitepathways.org](mailto:pam@granitepathways.org) with the subject line: "Executive Director Application." No phone calls please. In your cover letter, please describe the factors that prompted you to apply for this position and why you think you would be a strong candidate. Please submit your application **by March 31, 2010**.

*Granite Pathways is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.*