



EXECUTIVE DIRECTOR

Vision: Recovery is a reality for all.

Mission: Create a statewide community that celebrates and advocates for recovery.

Job Description:

The Washington Recovery Alliance is a non-profit organization dedicated to building community, organizing, and advocacy to advance substance use and mental health recovery in Washington State. Our mission is to create a statewide community that celebrates and advocates for recovery. To advance this mission, we help launch and provide ongoing support for regional recovery coalitions, lead the development of and advocacy for an annual statewide legislative agenda, and fight to advance public policy and public understanding of substance use disorder, mental health challenges, and share stories that show recovery can be a reality for everyone.

The WRA is seeking a passionate leader and advocate for substance use and mental health recovery to help grow our successful programs and improve our resource development and operational efforts. The Executive Director (ED) leads a strong team of two full-time staff who report directly to the ED (King County Recovery Coalition Director and Program & Operations Manager) and two part-time support staff (fundraising, communications, and administrative work). They will also provide support and leadership for the Board of Directors, which is primarily made up of leaders of recovery organizations from throughout the state.

The ED oversees and develops resources for our annual ~\$500,000 budget with a goal of growing our revenue and reserves over time. Our new leader will demonstrate the ability to take initiative, think strategically, lead effectively, and achieve our goals. This person will be passionate about organizing within and advocating for the recovery community and growing our team of talented staff, volunteers, partners and board members. Effective leadership will result in increased fundraising that leads to broader staff capacity, organizing that reaches more members of the WA State Recovery community, and success in fighting for an ambitious legislative agenda that makes recovery possible for everyone. The ED is a full-time exempt position, reports to the Board of Directors, and involves approximately 10% regional travel time and some evening and weekend hours.

The WRA is proud to have a work culture that is flexible yet professional with a focus on building skills and strength from within our organization and the communities we serve. We have a cozy office right on the water on Lake Union with a panoramic view. Our team works hard but values balance and self-care so that we can do our best work and maintain our wellness.

RESPONSIBILITIES

Provide Overall Leadership for the Organization

- Staff the Board of Directors, including helping to plan Board meetings, Executive Committee meetings and retreats
- Inform the Board of Directors of internal and external issues affecting the organization
- Foster collaboration among the board, staff, and WRA volunteers and members
- Actively enhance WRA's community profile as an engaging spokesperson and leader
- Lead strategic planning and execution consistent with the vision, mission and values

Oversee Organizing and Advocacy Programs

- Provide high level management of WRA's programs and operations, ensuring sound practices and fiscal responsibility
- Represent the WRA on regional and statewide policy and planning councils
- Educate lawmakers and public officials on challenges, needs, and opportunities to improve recovery support services in Washington State
- Lead the WRA's legislative advocacy work to advance pro-recovery public policy
- Facilitate the development of annual legislative agenda in collaboration with our partners and grassroots community throughout the state
- Oversee planning and execution of annual Recovery Advocacy Day at the state capitol
- Provide mentorship and support for regional coalition leaders

Ensure Effective Management and Staffing

- Hire and manage staff
- Maintain a positive, healthy and safe work environment
- Ensure the development, maintenance and implementation of effective management systems, policies and training
- Oversee the preparation of annual budgets, regular financial reports and other necessary tracking and reporting following sound accounting principles, and ensure the Board is well-informed

Fundraising & Financial Management

- Craft and implement an annual fundraising strategy that fosters diverse and sustainable revenue from values-aligned funders.

- Cultivate relationships with potential and current donors and funding institutions, including our contacts at SAMHSA, WA State Health Care Authority, and King County
- Work with WRA Board Treasurer to manage WRA finances

Community Relations/Advocacy

- Act as a thought-leader in the recovery community
- Advocate for funding streams for WRA programs and general expenses
- Frequent communication with stakeholders community needs + opportunities
- Establish effective working relationships and collaborative arrangements with community groups, funders, elected officials and other organizations
- Speak at conferences and public events to advance the WRA's mission
- Develop a compelling marketing and communications strategy that focuses on outreach to people with lived experience, allies and other stakeholders
- Develop and leverage partnerships with media to encourage positive coverage of behavioral health and promote recovery stories
- Host and co-sponsor recovery events to increase public understanding

REQUIRED QUALIFICATIONS

- 3-5 years of leadership experience in a small- or mid-sized nonprofit organization
- Passion for substance use & mental health recovery and understanding of the integration movement in Washington
- Experience supervising staff and / or volunteers
- Experience (professional or volunteer) with organizing or policy advocacy
- Strong written and verbal communication skills; comfort with public speaking
- Ability to take initiative and be a self-starter
- Experience (professional or volunteer) in fundraising from diverse revenue sources

DESIRED QUALIFICATIONS

- Strong equity lens and commitment to racial, social, and economic justice
- Lived experience with substance use & mental health challenges
- Experience managing grants and public contracts
- Experience working with or being on a board of directors for a nonprofit organization
- Demonstrated success in securing public contracts, private grants, event sponsorship, and individual contributions
- A strong understanding of legislative processes at the state and local level

EQUAL OPPORTUNITY EMPLOYER

The Washington Recovery Alliance is committed to a policy of equal employment opportunity and treats all employees and applicants equally without regard to age, ancestry, citizenship, color, creed, disability, familial status, gender identity, genetic information, marital status, national origin, parental status, political ideology, pregnancy, race, religion, sex, sexual orientation, veteran or military status, use of section 8 certificate, use of service animal, and all other groups protected by law.

Benefits:

A \$7,000 per year health and wellness stipend, 10 paid holidays, 120 hours of paid leave per year (accrued monthly upon start date), and paid professional development opportunities.

Starting Salary: \$72,000 - 80,000 (DOE)

Desired Start Date: April 6, 2020

To Apply: Please email your resume and cover letter to our executive search team at jobs@warecoveryalliance.org by February 17 at 5pm (PST) for full consideration. No phone calls please - direct questions about the position to the e-mail above.