



JOB DESCRIPTION: Executive Director RECLAIM

MISSION STATEMENT

RECLAIM works to increase access to mental health support so that queer and trans youth may reclaim their lives from oppression in all its forms. RECLAIM partners with youth ages 13 – 25 who are marginalized because of their gender identity, gender expression and/or sexual orientation. In addition to providing excellent care for youth, our vision is to change the landscape of access to care for queer and trans youth. We do this through deep practitioner development, training, education and outreach, and community partnerships at the intersection of gender, racial and healing justice.

OUR VALUES

At RECLAIM, we believe we belong to each other. We are committed to collective liberation, healing justice, abundance, relationships, gratitude, and emergence. We define these values as follows:

COLLECTIVE LIBERATION - we are all connected. A rising tide lifts all boats.

HEALING JUSTICE - we are part of a movement that believes that healing is political.

ABUNDANCE - we have what we need. We are enough.

RELATIONSHIPS - we believe that healing happens in community.

GRATITUDE - we exist because of the generosity of our community; thank you.

EMERGENCE - we are works in progress — from seed, to bud, to bloom

One value of particular focus during this hiring process is **healing justice**. In alignment with our mission to fight oppression in all its forms, “healing Justice means we all deserve to heal on our terms and we confront oppressive systems that get in our way. We honor the trauma and resilience of generations that came before us and use interactive, daily practices that anyone can do. Healing Justice is a reminder to social movements that the concept of action should be expanded to support the self-determination, interdependence, resilience & resistance of those most impacted by oppression. Healing Justice is revolutionary in confronting the capitalist, colonial, individualistic paradigms that tell us we are alone when we seek out healing.” – *Young Women’s Empowerment Project and the Chicago Healing Justice Learning Circle*.

OVERVIEW OF THE POSITION

The Executive Director reports to the Board of Directors and is responsible for all aspects of RECLAIM’s operations including staff supervision, financial management and budgeting, organizational development, strategic planning and execution of annual and long-term strategic goals, fundraising,

public and stakeholder communications and relations, and communications and coordination with the Board of Directors.

Candidates should demonstrate strong capabilities in developing and executing strategic plans and goals, proven capabilities in developing high-performance teams and creating an affirming, open and supportive culture, excellent written and oral communications, experience in finance, budgeting, fundraising, and an ability to coordinate complex and multi-faceted assignments and events. The ability to work cooperatively and collegially with staff, the Board of Directors, clients, organizational funders, volunteers and the overall Twin Cities community will be a key factor in the selection process.

SPECIFIC DUTIES AND RESPONSIBILITIES

Strategic Planning

- Lead the development of annual reviews and updates of RECLAIM's long-term strategic plan.
- Monitor progress and organizational performance of strategies and goals set forth in the strategic plan; provide semi-annual reports to the Board.

Fundraising

Provide leadership in and participation with staff in the following fundraising activities:

- Assist in the develop and direction of all fundraising activities undertaken by RECLAIM.
- Maintain personal contact and relationships with major donors and current organization funders and partners.
- Participate in the development of the annual fundraising plan.
- Secure involvement and active support of Board members in fundraising activities.

Financial Management

- Provide oversight for financial health of RECLAIM, including operating within approved budget, reporting any known or anticipated shortfalls, and ensuring effective resource utilization.
- Partner with the external Finance Consultant to steward the financial health and systems of the organization.
- Maintain financial oversight in leadership with the Board Treasurer to provide accurate monthly financial statements.
- Oversee the annual budgeting process and develop and secure Board approval of an annual budget for the organization.

Staff Supervision and Support

- Provide day-to-day supervision and oversight of all operations.
- Model and reinforce professional and personal accountability and ensure that each staff member documents and submits annual personal objectives and a work plan.
- Conducts annual, written performance reviews for all direct reports.
- Provide clear leadership and guidance to increase staff development and retention.

Organizational Development

- In conjunction with financial and strategic planning activities, review organization structure, revise as necessary, and develop plans to ensure leadership continuity.
- Regularly review staffing levels with appropriate staff input and make adjustments as needed.
- Prepare and submit to the Board personal objectives and an annual work plan.

Board Coordination

- Communicate with the Board, in a timely and accurate manner, information related to RECLAIM's operations and performance.
- Partner with the Board Chair to facilitate meetings of the Board of Directors.

Public Relations and Communications

- Serve as RECLAIM's principal spokesperson and media/public contact.
- Approve all formal, written internal and external communications, ensuring all communications meet the highest standards of accuracy and integrity.

Performance Appraisal

- Prepare a written pre-review of annual performance outlining accomplishments on the ED's personal objectives, work plan and specific responsibilities and submit it to the Board Chair.

QUALIFICATIONS DESIRED

- A commitment to RECLAIM's values, with a particular focus on *Healing Justice*.
- A minimum of five years' experience and a proven leadership record in an organization of similar size and complexity.
- Significant experience with fundraising, preferably with both foundations and individuals.
- Significant leadership experience in management, healthcare, or disciplines related to RECLAIM's service model.
- Nonprofit management, preferably in a clinical/therapeutic setting is preferred.
- High level strategic thinking and planning.
- Ability to envision and communicate the organization's mission and strategic future to the staff, board, donors, clients, volunteers and the overall community.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong written and oral communication skills.
- Familiarity with LGBTQ and BIPOC communities, adolescent/ emerging adult experience, Autism Spectrum Disorder, high needs/crisis clients, and substance use/abuse.
- A clear commitment to actively work for healing justice &/or social and racial justice.
- An understanding of power and power structures. Commitment to ethical use of power.
- Candidate must have done their own work of personal healing.
- Enthusiasm and a commitment to excellence.