



Job Title: Executive Director

Reports To: Ora Clubhouse, Inc., Board of Trustees

Position Summary

- The Executive Director is responsible for the successful leadership, strategic direction, and daily operations of Ora Clubhouse, Inc., ensuring that the organization fulfills its mission and adheres to the standards of Clubhouse International. This includes oversight of all programs and services, including Transitional Employment, Supported Employment, Independent Employment, and any additional services in alignment with Clubhouse International guidelines.

Leadership & Strategic Direction

- Collaborate with the Board of Trustees to develop and implement the organization's strategic plan.
- Serve as a liaison to Clubhouse International and the Florida Clubhouse Coalition (FCC), representing Ora Clubhouse in local, state, and national advocacy efforts.
- Provide executive leadership to staff, volunteers, and members, fostering a culture of empowerment and accountability.
- Keep the Board informed on organizational progress, challenges, and emerging opportunities.
- Promote teamwork and positive communication between Board members, staff, and stakeholders.
- Represent Ora Clubhouse as its primary spokesperson and conduct correspondence on behalf of the organization and Board as needed.

Operations & Program Oversight

- Oversee and evaluate the planning, delivery, and quality of all Ora Clubhouse programs and services.
- Ensure alignment of all programs with the mission and values of Ora Clubhouse and Clubhouse International standards.
- Maintain accurate and secure records for personnel, members, volunteers, and donors.

- Administer the execution of grants, special projects, and events, including reporting and evaluation.
- Implement, monitor, and document compliance with all Clubhouse International standards as part of ongoing accreditation preparation.
- Establish and coordinate transitional employment partnerships that offer temporary job opportunities for members, including arranging staff coverage when a member is absent from their assigned placement.

Community Engagement & Advocacy

- Cultivate strong relationships with local and state partners, funders, elected officials, and community organizations.
- Increase awareness of Ora Clubhouse and its impact by serving as a visible ambassador to the community through outreach, public relations activities, and stakeholder engagement.
- Actively manage Ora Clubhouse's social media, Constant Contact newsletter, and public communications, ensuring timely updates and community engagement.
- Participate in networking groups and meetings that are relevant to Ora Clubhouse's mission to increase partnership opportunities.

Human Resources Management

- Determine appropriate staffing levels and oversee recruitment, training, and retention of qualified staff and volunteers.
- Develop and maintain up-to-date job descriptions, performance goals, and evaluation processes for all staff.
- Provide ongoing coaching, supervision, and annual performance reviews to maintain a high-performing team.
- Recruit, interview and select staff/volunteers with technical and personal abilities to help further the organization's mission.
- Review and approve biweekly timesheets for all staff and interns.

Risk Management

- Implement policies and procedures to mitigate risks and ensure safety and compliance.
- Ensure the organization maintains adequate insurance coverage and that staff and Board of Directors understand its scope and limitations.
- Support the Board in reviewing and addressing risk-related matters on an ongoing basis.



Financial Management

- Support the Board Treasurer and contracted accountant in the preparation, presentation, and analysis of monthly financial statements.
- Ensure adherence to the approved budget, responsible stewardship of resources, and compliance with all financial reporting and regulatory obligations.
- Maintain active communication and collaboration with the contracted accountant to ensure accurate financial oversight and reporting.
- Assist with development and monitoring of budgets for grants, programs, and operations.
- Ensure the organization complies with all tax, payroll, and financial laws and guidelines.
- Organize, document, and retain all receipts and financial records to support accurate financial reporting and compliance.

Leadership

Assist the Board of Trustees to develop or update the strategic business plan to guide the organization and facilitate program development and community relationships.

- Act as a liaison with Clubhouse International and FCC (Florida Clubhouse Coalition) organization, assisting with local, state, and national advocacy initiatives.
- Lead Ora Clubhouse's staff and operations at the senior management level to support organizational success.
- Advise the Board on all aspects of the organization's activities.
- Foster effective teamwork between the Board, staff members and volunteers.
- As requested, conduct official correspondence on behalf of the Board.
- Offer clear, timely leadership and direction to members and community partners to support organizational goals.
- Provide support to the Board by preparing meeting agendas and supporting materials.

Community Relations/Advocacy

- Maintain consistent communication with stakeholders to report on organizational activities and to assess community developments that may impact services.
- Establish and maintain working relationships with related community groups,

- funderson, politicians, and other organizations to help achieve the goals of the organization.
- Update the Board on community events and networking opportunities related to the mission of Ora Clubhouse.
 - Represent Ora Clubhouse professionally at tabling, networking, and outreach even
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Program Planning and Management

Oversee the planning, implementation, evaluation and reporting of the organization's programs and services

- Ensure that the programs and services offered by the organization align with the organization's mission and reflect the priorities of the Board.
 - Monitor and coordinate day-to-day delivery of Ora Clubhouse programs and services of the organization to maintain or improve quality and ensure appropriate reporting to the Board.
 - Oversee the planning, implementation, execution, and evaluation of special projects, including but not limited to grant requests and implementation, training, education and employment programs and support group meetings.
 - Oversee maintenance of records of Ora Clubhouse electronic reporting for membership, procedures manuals, and financial reporting requirements.
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Contract Management

Ensure full compliance with all contractual requirements set by Lutheran Services of Florida/Department of Children and Families.

- Process and submit monthly billing invoices through the Carisk system.
 - Manage supported-employment documentation for all members and report monthly employment outcomes to funders in accordance with requirements.
 - Maintain and systematically file all member sign-in sheets to ensure accurate attendance tracking and reporting.
 - Conduct an annual audit of member and staff files to confirm compliance with all funder requirements in preparation for funder monitoring.
 - Ensure ongoing familiarity with Florida Statutes applicable to substance abuse and mental health funding compliance.
 - Complete incident reports on the Incident reporting and analysis (IRAS) system.
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Acknowledge that additional duties may be assigned as deemed necessary to the betterment and growth of the Clubhouse to all of the above.

Requirements

- Associate's degree
- Ability to support members in crisis situations
- Strong communication and interpersonal skills
- Basic computer skills, including Microsoft Office and Canva
- Valid Florida Driver's License with acceptable driving record
- Complete level 2 Background Screening

Preferred Experience

- Background in human services, mental health, or nonprofit sector
- Bachelor Master's degree in a related field
- Adult Mental Health First Aid Certificate
- Experience working with government contracts
- Experience or training in the Clubhouse Model
- Working knowledge of QuickBooks and nonprofit financial management

Required Certifications and Trainings: (obtainable after hire)

- DCF Requirements
 - Security Awareness Training
 - HIPPA Basics Training
 - Lutheran Services Module 1 through 7 Recovery Oriented System of Care (ROSC)
- Clubhouse requirements
 - Two week Clubhouse training in South Carolina or other approved training site
 - Any additional training as assigned as deemed necessary for the betterment and growth of the organization

Additional Information

- Flexibility required for occasional work on evenings, weekends, and holidays
- Benefits include 15 days of accrued paid time off

How to apply: Send your resume to Simone at simoneslp@yahoo.com

My signature below certifies that I have received a copy of this job description and that I understand and agree with the contents of the document. I understand that a copy of this signed job description will be placed in my application file and that I am entitled to a copy, as well.

Print Name

Signature

Date

Clubhouse Representative:

Print Name

Signature

Date