

I. Job Title: Executive Director

II. Location / Posting Date

Location: The Transformation Center has offices in Roxbury, Framingham and Worcester, Massachusetts and serves both a statewide and Central Massachusetts regional community.

Posting Date: 12/12/2018

III. OVERVIEW OF THE ORGANIZATION

The Transformation Center (TTC) is a 501(c) (3) not for profit organization, founded in 1986 to address the oppression of people with mental health conditions in society, and to bring about systems and services that promote “mental health recovery” – which was a brand-new term in that decade. We are governed and staffed by people with this direct lived experience ourselves. Our purpose is well described in the Mission statement, which was updated with extensive community involvement from 2006 to 2008:

As peers in all stages of recovering our mental health wellness and freedom from trauma and addiction

~ We promote the growth and voices of people with lived experience, individually, in communities and in organizations.

~ We facilitate these diverse voices to impact and transform policy and practice.

From the beginning to the present, the organization explicitly seeks to convene and listen to sometimes widely differing views among subgroups of our community, while remaining focused on taking action in those areas where our community is widely agreed. Our logo represents this ethic. Our Values, defined by 2011 in a similar 2-year process, serve as guideposts:

Self-Determination ~ Being part of the solution ~ Independence ~ Mutuality ~ Social Justice

Governance of the organization consists of a 19-member community-based board and 4-member executive committee, all of whom are people with lived experience of mental health, trauma, and/or co-occurring addiction recovery. The Board and staff listen to our grassroots, multicultural and cross-disability community using a variety of means with the goal of projecting this voice into our programs.

The organization’s Vision, and a companion vision for a Trauma Sensitive Peer Movement (<https://transformation-center.org/contact/about/>) clarify that The Transformation Center views breaking the silence around mental/emotional distress and healing to be a key source of liberation among people who are diagnosed and exposed publicly as “people with mental health conditions.” We understand that our work provides leadership in this society, within which many are also “in the closet” with these experiences, and thus deprived of open community exploration and support for healing.

Overview of Programs: The Transformation Center’s programs are organized into 3 categories: Peer Support, Training and Advocacy/Best Practice Policy. Our programs assertively reshape our communities and service systems on the foundation of the lived experience expressed in our community. A sample of impacts we bring about:

Peer Support:

- Current operation of the Central Mass Recovery Learning Community offering peer support in hospital and community settings reaching over 3000 across its 98 cities and towns.

- Nationally recognized approach to developing trauma informed communities in which the prevalence and impact of trauma is understood and resilience is a shared focus of support
- A new Young Adult Access Center in Worcester led by and for young adults
- Over 5000 reached annually in person and social media with support and information
- Innovative projects and celebrations designed by the community itself

Training:

- Certified Peer Specialist (CPS) Program with currently over 1000 certified. This high quality program is the only current CPS certification contracted in the Commonwealth and is also recognized nationally by the Veterans Administration.
- New workforce development contracts for training & technical assistance to service providers and systems involved in state health policy roll-out of Accountable Care Organizations
- “Do No Harm” designed to bring about support that addresses identity-based oppression and unconscious bias in the fabric of support and training communities
- Capacity in a variety of national best practice peer support domains including Intentional Peer Support (IPS), Trauma Informed Peer Support (TIPS), Parenting Journey, Addiction and Trauma Recovery Integration Model (ATRIUM), Leadership Academy (MLA) Hearing Voices, Peer Facilitation, and Wellness Recovery Action Plan (WRAP).

Advocacy/Best Practice Policy

The Transformation Center did the essential policy work to initiate, design and bring about new models in the Commonwealth including the Recovery Learning Community (RLC) and Certified Peer Specialist (CPS) models which are now well established. To address the organization’s mission, we are currently focused on:

- ~ best practice CPS workforce expansion within new healthcare systems
 - ~ best practice CPS continuing education
 - ~ health equity in access to peer support, including new models and a diverse CPS workforce
- We continue to explore strategies to advance trauma-informed health & community policy.

Currently we use a variety of policy tools:

- Community Voice Gatherings to share and learn among people with lived experience
- Nationally recognized affinity group development with specific policy objectives around advancing gender- and culture-specific access to support and services among Deaf, Latin, Black, Asian and SOGIESC communities
- Regional, state and national level collaborations
- Research collaboration contracts to advance model development and policymaker commitment to trauma-informed, culture- and gender-responsive support and services

IV. EXECUTIVE TRANSITION

Currently led by an Interim Executive Director who has been with the organization for over 10 years, the former Executive Director since 1995 leaves The Transformation Center with multiple new contracts that position the organization to sustain or grow as a part of new healthcare integration policy in the Commonwealth. A search committee of the Board has assumed the responsibility of overseeing the transition and managing the search.

V. RELEVANT SKILLS AND EXPERIENCE

Minimum Requirements

- A minimum of three years of successful senior leadership
- Bachelor's degree required; advanced degree preferred
- Demonstrated management skills; management experience with both human service and policy program administration preferred
- Demonstrated strong collaboration and political skill; knowledge of and experience with the movement for trauma informed peer support strongly preferred
- Excellent written and verbal communication skills
- Demonstrated ability to encourage and maintain open communications with staff, board, volunteers, funders, stakeholders and the community
- Strong proponent of social media

Profile of the ideal candidate

- Strong track record of strategic thinking, planning, and ability to align mission, business model, internal management and systems/structures, and staff/board skills, while creating/enhancing/evaluating/aligning programs, stakeholder collaborations. communication and activity to support that strategy.
- Proven ability to accomplish long-term development and growth with demonstrated success in the process and skills of developing and maintaining new funder relationships, grants and contracts
- Strong financial acuity and integrity
- Ability to represent the organization with strategic clarity in writing and public speaking.
- Lived experience of mental health and/or trauma recovery, and personal orientation toward respect of personal choices in healing and recovery
- Demonstrated commitment to social justice, inclusion and access

VI. EXECUTIVE DIRECTOR ROLE

Summary: The executive director is the organization's primary representative to the broader community: brokering partnerships with government, nonprofit and for-profit organizations and advocating for its vision at the local, regional, and national levels. The new executive director will build on The Transformation Center's organizational strength and reputation as a flexible, innovative and data-driven partner to develop the peer support workforce, support the expansion of peer-operated program models, and create new opportunities for our constituency to develop resilience using and contributing value to health systems and communities. The new executive director will bring strong management skills and a passion for trauma informed communities, access and inclusion.

RESPONSIBILITIES:

Strategic Communications and Community Collaborations and Alliances

- Develop and implement marketing/communications programs creating a clear and consistent identity that generates understanding and enthusiasm for the mission and goals; a clear understanding of the accomplishments and impact generated by The Transformation Center
- Initiate, develop and maintain productive and mutually beneficial collaborative relationships with individuals and organizations.

Effective Contract Development, Grantsmanship and Fundraising

- Cultivate and maintain relationships with private and public funding sources; develop and execute fundraising strategies
- Provide leadership ensuring the success of special and regular fundraising events
- Provide leadership to, and assign or contract for skilled and appropriate staff to write, submit and report on effective grants and rfr responses

Peer Support, Educational, and Advocacy/Best Practice Leadership

- Ensure The Transformation Center programs are of the highest quality and meet the needs of a variety of audiences and stakeholders
- Generate and use program approaches and innovation to enhance mission-driven impact
- Ensure the organization remains informed and relevant in the policy environment including health, community, budget and legislation impacting the organization and constituency
- Effectively promote a diverse leadership including within The Transformation Center staff and board, in access to The Transformation Center programs, within the peer support workforce in the Commonwealth and within the organization's policy agenda

Operations/HR Management and Staff Development

- Ensure effective recruiting/hiring, supervision, mentoring, professional development opportunities, and evaluation of staff in the performance of their duties is in place and that personnel records and files are in keeping with requirements and standards
- Steward physical plant, ensuring the facilities and grounds are well maintained and safe.

Financial Management and Planning

- Prepare and administer annual operating and capital budgets; ensure appropriate systems, procedures and financial controls are in place; and understand and manage multiple projects.
- Oversee all financial reporting and auditing, contractual obligations and donor/funder restrictions, and maintain appropriate internal policies and procedures ensuring compliance.
- Manage communication with the board to provide regular comprehensive reports on revenue, expenditures and other key financial and non-financial metrics.

Governance, Board Relations and Management

- Support board development to ensure governance skill and experience, working with the board on strategic planning, policy and personnel policy development, financial management, and fundraising.
- Manage and foster relationships and communications with the board of directors; participate actively in board meetings and present its members with the information necessary to support successful and informed planning and action.

Personal Characteristics and Leadership Attributes

- Relationship/coalition builder; approachable/good listener; fair; passionate
- Strongly committed to equity, diversity, inclusion, and social justice.
- Self-confident, diplomatic; integrity; sense of humor; believes in continuous learning/improvement.
- Well-organized, results-driven and inspiring; maturity, judgment.
- Enthusiastic, focused, driven; visionary; managerial and politically savvy

VII. STRATEGIC OPPORTUNITIES AND CHALLENGES

A New Healthcare and Contracting Environment

The Transformation Center has forged a new set of contracting relationships that can be leveraged to navigate our organization's path and success into the Commonwealth's shift from

segregated mental health / addiction / physical healthcare to integrated systems that are managed by a brand-new system of Accountable Care Organizations.

Our newest contracts focus on peer support delivery, and peer support workforce/career ladder training. The Transformation Center has additional assets, particularly within the domains of multi-cultural workforce development and parenting peer support training that can be leveraged for new or re-shaped contracts. Strategic planning that is still early in implementation will support the process of assessing direction. In this environment, one of our two largest contracts will be going up for bid within a year or so - after over a decade of successful implementation. Shaping the rfr response, which is yet to be issued, will build on our demonstrated strength and new possibilities in the emerging healthcare environment – and will be a source of both opportunity and challenge for the organization and new Executive Director.

VIII. CANDIDATE GUIDELINES

This national search is being conducted by the Executive Search Committee of The Transformation Center. Please go to www.SearchCommittee@transformation-center.org to submit resumes and cover letters.

Although electronic submissions are strongly preferred, we will accept submissions made via postal mail. Please send the required information to: **The Transformation Center: 98 Magazine Street, Roxbury, MA 02119. ATTN: Amina Scott**

Candidates must include a resume and a cover letter with salary requirements, information regarding how you learned of the position, and a description of how your qualifications and experience match The Transformation Center's needs and mission.

Candidates may also attach up to 3 other relevant documents (e.g., published articles, presentations, etc.).

Applicants are requested to submit their candidacy within 30 days of the position posting date. Submissions received by **(1/11/19)** will be prioritized; however applications will be accepted until the position has been filled.

Salary is commensurate with experience, within the framework of the organization's annual operating budget.

All submissions will be acknowledged as they are received and are confidential.

See www.transformation-center.org for more information about the organization.

The Transformation Center is an Equal Opportunity Employer. We will seek and welcome a diverse pool of candidates.